



# SEND Policy

## PURPOSE

This policy complies with all statutory requirements, especially those relating to the legislation contained in the Equality Act 2010 and the Children and Families Act 2014, as set out in the SEND Code of Practice 0 – 25, September 2014. This policy was created by the academy SENDCo in collaboration with the SEND Link Governor and the Academy Leadership Team, taking into account the views of pupils, parents and relevant other stakeholders.

Date of last review:	September 2022	Author:	Education Directors
Date of next review:	September 2023	Owner:	Education Directors
Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Management Team
School:	ARK Acton Academy	Key Contact Name:	Governance Team
Key Contact Email:	governance.team@arkonline.org	Key Contact Phone:	0203 116 6333

## POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input checked="" type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Inclusion Model

## Policy Information

Named personnel with designated responsibility for all matters associated with SEND:

Role	Designated Person	Contact Details
SENDCo	Preeti Dholabhai	<a href="mailto:pdholabhai@arkacton.org">pdholabhai@arkacton.org</a>
Senior leader who manages the SEND Department	Debbie Light	<a href="mailto:dlight@arkacton.org">dlight@arkacton.org</a>
SEND Link Governor	Monica Thompson	<a href="mailto:info@arkacton.org">info@arkacton.org</a> (title email with FAO Monica Thompson, SEND Link Governor)
Designated teacher with safeguarding responsibility	Nickael Briggs	<a href="mailto:nbriggs@arkacton.org">nbriggs@arkacton.org</a>
Member of staff responsible for pupils with medical needs	Nickael Briggs	<a href="mailto:nbriggs@arkacton.org">nbriggs@arkacton.org</a>
Member of staff responsible for managing PPG/LAC funding	Oliver Knight	<a href="mailto:oknight@arkacton.org">oknight@arkacton.org</a>

## **Roles and Responsibilities**

### **The SENDCo**

The SENDCo has day-to-day responsibility for the operation of the SEND policy and co-ordinating provision made for students with SEND.

The SENDCo provides professional guidance to colleagues with the aim of securing high quality teaching for students with SEND, and works closely with students, parents and other professionals to ensure students with SEND receive appropriate support.

The SENDCo plays an important role with the Principal and governing body in determining the strategic development of the SEND policy and provision within the academy in order to raise the achievements of students with SEND.

In compliance with the Special Educational Needs and Disability Regulations 2014, the SENDCo is also responsible for the following:

- In relation to each of the registered pupils who the SENDCo considers may have special educational needs, informing a parent / carer of the pupil that this may be the case as soon as is reasonably practicable

In relation to each of the registered pupils who have special educational needs:

- Identifying the pupil's special educational needs, and co-ordinating the making of special educational provision which meets those needs
- Monitoring the effectiveness of any special educational provision made
- Securing relevant services for the pupil where necessary
- Ensuring the records of the pupil's special educational needs and the special educational provision made are maintained and kept up to date
- Liaising with and providing information to a parent / carer of the pupil on a regular basis about that pupil's special educational needs and the special educational provision made
- Ensuring that, where the pupil transfers to another school or educational institution, educational provision made is conveyed to the appropriate authority or the proprietor of that school or institution
- Promoting the pupil's inclusion in the school community and access to the school's curriculum, facilities and extra-curricular activities
- Selecting, supervising and training learning support assistants who work with pupils with special educational needs
- Advising teachers at the school about differentiated teaching methods appropriate for individual pupils with special educational needs
- Contributing to in-service training for teachers at the school to assist them to carry out necessary tasks to meet the needs of pupils with special educational needs
- Preparing and reviewing the information required by law to be published in relation to special educational needs provision

### **The SEND Link Governor**

The SEND Link Governor has specific oversight of the school's arrangements for SEND. Their responsibilities include:

- Helping to raise awareness of SEND issues at governing body meetings
- Ensuring that the school's notional SEND budget is appropriately allocated to support pupils with SEND
- Giving up-to-date information to the governing body on the quality and effectiveness of SEND provision within the school
- Helping to review the school's policy on provision for pupils with SEND
- Assuring the governing body that the school website publishes the school's SEND offer

### **The Principal**

The Principal has overall responsibility for the strategic planning and day-to-day delivery of SEND provision.

### **Our Vision Values And Aims**

Our vision for all pupils, including those who may have SEND, is that they will develop the necessary skills, knowledge and attributes to be able to lead happy and successful lives.

In achieving our aims, we will:

- work side-by-side with teaching staff, supporting them with training and development so that they can deliver differentiated lessons with the needs of those pupils who have SEND in mind
- set exceptionally high expectations for all our pupils and do whatever it takes to meet them. Our aspirations are no lower for pupils with SEND
- teach, recognise and reinforce good behaviour
- organise our academy so that every child knows, and is known well by, every adult in the academy
- prioritise depth in English and mathematics, giving our pupils with SEND the best chance of success
- make sure pupils have enough time both for core subjects and for co-curricular activities

### **Identifying Special Educational Needs**

Early identification of pupils' needs is the key to unlocking the potential of pupils who may have special educational needs. We adopt a graduated approach to ensure that pupils who do not develop age-appropriate knowledge and skills, or who fall behind their peers are identified as early as possible.

The attainment in English and mathematics of all pupils is assessed upon entry to the academy in order to:

- form the baseline for setting individual targets. Progress towards these targets is reviewed at data entry points at least three times per year to ensure that pupils who fall behind are identified as early as possible.
- identify pupils whose development is significantly behind that of their peers. Such pupils are prioritised for targeted and/or specialist assessment and/or intervention. Each intervention is reviewed frequently, based on progress against intervention-specific measures.

Pupils are also assessed annually for literacy development so that those who do not have an age equivalent reading age receive the necessary targeted or specialist input to help them catch up.

Where concerns about a student's learning or development arise as a result of our data analysis, we start the identification process by talking to the pupil, teachers and a parent / carer. Where learning needs appear complex, we may also seek input from specialists such as educational psychologists or speech and language therapists.

In our attempts to understand the learning needs of pupils, we apply the four broad categories of need as set out in the SEN Code of Practice 0 – 25 (2014):

- **Communication and Interaction** needs refer to those students who experience difficulties with speech, language and communication
- **Cognition and Learning** needs refer to those students who learn at a slower pace than their peers, or who have difficulties acquiring skills in a specific area such as literacy.
- **Social, Emotional and Mental Health** needs, as manifested in different ways, such as students becoming withdrawn; displaying challenging behaviour; self-harm; anxiety and depression; having difficulty paying attention; having difficulty forming attachments with adults
- **Sensory and / or Physical** needs refer to those students who require special educational provision because they have a disability that prevents them from accessing the educational facilities that are generally available

### **A Graduated Approach to Sen Support**

At Ark Acton Academy we have a three-tiered, graduated approach to supporting students' learning needs. The graduated approach at each tier involves:

- *Assessing* the pupil's needs by considering all of the information gathered from within the academy about the pupil's progress, alongside national data and expectations of progress.
- *Planning* the most effective and appropriate short-term intervention, based on evidence of what works
- *Providing* this intervention and training staff to deliver it to a high standard
- *Reviewing* the impact on the pupil's progress towards individual learning outcomes at shorter intervals, depending on the type of intervention.

### **Wave 1: Universal Support**

It is our firm belief that pupils' needs are best met in the classroom and that, therefore,

every teacher is responsible and accountable for the progress and development of all pupils they teach, including those with SEND. At this **universal** level, we train our teachers to deliver high quality teaching, differentiated for individual pupils. We review the progress of all pupils and make rapid adjustments to support strategies and, where necessary, teachers' understanding of the needs of individual pupils they teach. In addition, we talk to students and their parents to gain as full an understanding of their learning needs as possible.

### **Wave 2: Targeted Support**

We provide **targeted** support when we consider it appropriate to make additional special educational provision to remove or reduce any obstacle to a pupil's learning, or to help them catch up when termly data analysis shows they have fallen behind their peers.

Such specific, targeted one to one or small group interventions may be run outside the classroom, limited to a number of weeks to minimise disruption to the regular curriculum.

All students on the SEND register have an ILP (Individual Learning Plan). The ILP contains specific targets that are reviewed 3 times a year. Teachers use the ILPs to help inform their planning for lessons.

### **Wave 3: Specialist Support**

We provide **specialist** support when we consider it necessary to seek specialist advice and/or regular long term support from a specialist professional outside the academy in order to plan for the best possible learning outcomes for those pupils who fail to make progress in spite of high quality teaching and targeted intervention. This may include assessment and / or support from:

- An Educational Psychologist
- A speech and language therapist
- Specialist Teacher
- Specialist sensory advisory teachers for students with, for example, hearing or visual impairments
- Clinical Psychologist
- CBT Therapist
- Drama Therapist
- School Counsellor

*Refer to Appendix A for a full list of interventions provided at Ark Acton Academy.*

## **Recording SEND**

We are required by law to keep a record of those pupils who have been identified as having SEND, and the provision we make for such pupils.

For each pupil with SEND, the SENDCo will record on the academy data management system their broad area/s of need as listed in point 4 above, as well as a description of any specific areas of need. This will make up the academy SEND register.

Records of interventions and support are kept in the academy provision map.

When the pupil has caught up with their peers and therefore no longer requires the additional provision or support, in consultation with parents the entry will be deleted from the SEND register and targeted or specialist provision ended.

## **Support for families**

We provide support to parents / carers of pupils with SEND through regular contact and information sharing.

Specific support is provided at key transition points. At the end of Key Stage 3 parents / carers may talk to the SENDCo, Head of Year or Link TA about choosing options for Key Stage 4 for their children with SEND. Similarly, at the end of Key Stage 4 parents / carers may approach the SENDCo for support relating to Sixth Form or other further education options.

Additional support to families is available through the local authority, whose Local Offer can be accessed here:

<https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/localoffer.page?localofferchannelnew=0>

Parents may also wish to get in touch with Impartial Support Advice and Information on Disability and special educational needs (ISAID) <https://www.family-action.org.uk/what-we-do/children-families/send/isaid/> email: [isaidealing@family-action.org.uk](mailto:isaidealing@family-action.org.uk)

## **Supporting Pupils At School With Medical Conditions**

We recognise that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the academy will comply with its duties under the Equality Act 2010.

Some pupils with medical conditions may also have special educational needs and where this is the case the academy will comply with the SEND Code of Practice 0 – 25 (2014).

The policy for meeting the needs of pupils with medical conditions sets out the academy approach in this regard. This policy is available on the academy website.

## **Monitoring and Evaluation of SEND Provision**

It is expected that pupils with SEND will make good progress in response to high quality, well differentiated teaching. Where this is not the case, we rapidly respond to pupils' needs, as set out in the SEND information report.

The senior leadership team, supported by the SENDCo, regularly observe lessons to monitor the quality of teaching, and for those pupils with SEND focus specifically on the extent to which teachers adapt their lessons to ensure students with SEND can make

progress.

The progress of pupils who receive targeted or specialist support is measured against intervention specific baselines and targets. For example, we assess pupils' reading development prior to targeted literacy intervention, and again after a set period of time to assess whether the intervention is allowing pupils to catch up with their peers.

Students with an Education, Health and Care Plan have a formal review meeting each year, at which progress and provision are considered and – if needed – changes are made.

### **Training and Resources**

We make every effort to ensure that staff at Ark Acton Academy are suitably trained and that we have adequate resources available to meet the needs of all pupils, including those with SEND.

Staffing and resources are funded through the Academy's notional SEND budget - a sum of money the academy receives to spend at our discretion for meeting the needs of pupils with SEND. We provide support and resources from this budget as required up to the value of £6000 per pupil with SEND.

Some students with an Education, Health and Care plan may receive additional funding (top up funding) to have their needs met. This top up funding is used specifically for resources needed by that particular pupil and is reported on during the annual review meeting.

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. In addition, we audit staff training needs in relation to special educational needs on an annual basis as to inform the continued professional development schedule for the academic year.

The SENDCo regularly attends SENDCo network meetings at both Local Authority and Ark Network level in order to keep up to date with local, Ark Network-wide and national updates in SEND.

### **Storing and Managing Information**

All documents and information are stored in compliance with guidance presented in the Data Protection Policy, available on the website.

### **Accessibility**

The Equality Act 2010 placed a duty on schools to plan to increase over time the accessibility of schools for disabled pupils.

Therefore, Ark Acton Academy strives to regularly review the extent to which disabled pupils can participate in the school curriculum and co-curricular offer.

Ark Acton Academy will endeavor to provide suitable access to a range of curriculum opportunities. Where necessary, guidance and support will be given by the SENDCo to ensure accessibility is not a barrier.

In addition:

- Ark Acton Academy has several Teaching Assistants who are deployed by the schools SENDCo to ensure the needs of students with an Education,

Health and Care Plan are being met.

- Ark Acton Academy to facilitate services from a range of agencies for all pupils and their families.

**Ark Acton Academy regularly reviews the physical environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services. Provision includes:**

- The building has a lift ensuring access for all pupils.
- The staffroom is accessible by lift for any staff with mobility needs or hidden disabilities.
- Access to the main building with automatic front doors and a ramp
- There is a meeting room and toilets within easy reach of the reception so we can easily accommodate wheelchair users and visitors with reduced mobility.
- A lift is provided to access classrooms on the first and second floor for any students and school personnel with mobility needs.
- Ark Acton Academy has disabled toilet facilities with grab handles for additional support and emergency cords to request help. These are for pupils, staff and for the use of disabled people using extended school services.
- Ark Acton Academy has disabled shower facilities with grab handles for additional support and emergency cords to request help.

Our accessibility plan can be viewed here:

[https://arkacton.org/sites/default/files/Accessibility%20Plan%20%28Policy%29%20-%20Sept%2022\\_23\\_1.pdf](https://arkacton.org/sites/default/files/Accessibility%20Plan%20%28Policy%29%20-%20Sept%2022_23_1.pdf)

### **Dealing with Complaints**

Our SENDCo, Preeti Dholabhai, should be contacted if parents / carers have a concern. If a parent wishes to make a formal complaint, guidance as to how this can be done is available on the academy website. <http://arkacton.org/complaints>

### **Reviewing the Policy**

Governors, the Headteacher, VP overseeing SEND, and SENDCo, paying regard to views expressed by students, parents and all agency staff who have been consulted or have contributed to SEND provision during the year, will review the policy, publishing an updated version on the school website.

This policy will be reviewed annually.

### **Equality impact statement**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

## Links

For ease of reference, we include the following Hyperlinks:

Document	Hyperlink
The Academy SEND Information Report	<a href="https://arkacton.org/page-strips/our-policies-22">https://arkacton.org/page-strips/our-policies-22</a>
EALING Local Offer	<a href="https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/localoffer.page?localofferchannelnew=0">https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/localoffer.page?localofferchannelnew=0</a>
Data protection policy	<a href="https://arkacton.org/policies/gdpr">https://arkacton.org/policies/gdpr</a> <a href="https://arkacton.org/sites/default/files/Data%20Protection%20and%20FoI%20Policy%20%28inc.%20Publication%20Scheme%29%20-%20Apr2021-2024_26.pdf">https://arkacton.org/sites/default/files/Data%20Protection%20and%20FoI%20Policy%20%28inc.%20Publication%20Scheme%29%20-%20Apr2021-2024_26.pdf</a>
Behaviour policy	<a href="https://arkacton.org/sites/default/files/Ark%20Acton%20Behaviour%20and%20Rewards%20Policy%202022-23.pdf">https://arkacton.org/sites/default/files/Ark%20Acton%20Behaviour%20and%20Rewards%20Policy%202022-23.pdf</a>
Ark Acton Academy Accessibility Plan	<a href="https://arkacton.org/sites/default/files/Accessibility%20Plan%20%28Policy%29%20-%20Sept%2022_23_1.pdf">https://arkacton.org/sites/default/files/Accessibility%20Plan%20%28Policy%29%20-%20Sept%2022_23_1.pdf</a>
Policy for meeting the needs of pupils with medical conditions	<a href="https://arkacton.org/page-strips/our-policies-22">https://arkacton.org/page-strips/our-policies-22</a>
Ark Acton Academy Complaints Procedure	<a href="http://arkacton.org/complaints">http://arkacton.org/complaints</a>

## Appendix A: Waves of Intervention at Ark Acton Academy

Wave	Cognition and Learning	Communication and Interaction	Social, Emotional and Mental Health	Sensory and/or Physical	EAL
Wave 1 - Universal	Classrooms and curriculum: High Quality teaching that deploys a range of strategies that focus on a high challenge, low threshold model of support to enable all students to access and succeed in our ambitious curriculum vision; booklets that focus on core knowledge and skills; responsive, data-led seating plans; consistency in learning sequence structure and expectations; whole-school behaviour policy; morning reading for all students; rigorous professional development with a focus on curriculum access for all students.				
	Baseline tests (including math's, English and NGRT reading test)				
	Digital Strategy: Chromebooks for all students				
	Wider School Environment: Warm-strict whole school behaviour policy that promotes high expectations and is applied consistently; co-curricular clubs; strong pastoral and safeguarding systems; character development and PSHE focus for all students.				
Wave 2 - Targeted	TA support in lessons, deployed in areas of subject expertise				
	Lunch time club and After school homework club				
	Access Arrangements for examinations - approved by JCQ				
	Student Support Meetings				
	Pupil Passport and ILP with individual targets created (reviewed 3 times per year)				Specialist Rapid Language Acquisition TA

## Appendix A: Waves of Intervention at Ark Acton Academy

	Further screening where possible - e.g. LASS	Group interventions run by external SaLT assistant (social communication, vocab learning and reading for meaning)	Reasonable adjustments made to whole-school behaviour policy where required	Reasonable adjustments made where required (e.g. lift pass, specialist equipment)	Read Write Inc: fresh start phonics
	Read Write Inc: fresh start phonics		Mentoring	Access to laptop in lessons	Rosetta Stone
			Pastoral Intervention e.g. reports	Handwriting intervention	
	Access to laptop in lessons		Trusted Spaces mentoring (including Art Therapy)	TTRS	Lexia
	Lexia		Sports Mentoring	OT Exercises	Use of technology to assist with translation and language acquisition
	Numeracy intervention		Zones of Regulation		Home-language resources where appropriate
	Thinking Reading			Individual Healthcare Plan	
Wave 3 - Specialist	Screening from external assessor	External SaLT support - 1:1, group work and assessments	CBT	Liaison with school nurse service and medical professionals where required	
			Art Therapy		
	1:1 specialist dyslexia support		Psychotherapy	OT Referral	
	Counselling				

## Appendix A: Waves of Intervention at Ark Acton Academy

			<i>Clinical Psychologist (hopefully to be resumed in Sept 2023)</i>		
			CAMHS Referral		
	Request for statutory assessment for an EHCP where appropriate				
	External support or assessment from Educational Psychologist where appropriate				