



# Anthony Gell School

## SEND Policy

	Date	Minute No.	Review date
Approved by Governors	February 2015	1154/15	2017
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### Learning Support Vision

We want all students to feel fully included in the community of the school and this includes students with special educational needs and for disabilities. Our aim is to inspire students, give them appropriate aspirations and help them to achieve in preparation for adult life. We want the families of children with special educational needs and for disabilities to feel confident that the school will strive to achieve the best for their child whatever their additional needs or abilities.

### How do we achieve this?

At Anthony Gell School we pride ourselves on fully inclusive education. We have an excellent pastoral team and a range of interventions available to students. For a smaller than average secondary school we have a large number of teaching assistants, an emotional/medical support base and a Special Educational Needs and Disabilities Coordinator (SENDCo). All staff contribute to the Teaching and Learning of all students including those with SEND. We treat every student as an individual and aim for a very personal approach for families. We liaise regularly with students, outside agencies and parents/carers to try to ensure early intervention wherever possible.

We aim for all SEND students to make progress in line with their peers by removing barriers to learning and offering appropriate levels of support and challenge.

A Glossary can be found at the back which explains any key terms or acronyms.

### Key contacts

SENDCo: [SENDCo@anthonygell.co.uk](mailto:SENDCo@anthonygell.co.uk)

Head of Pastoral Care: [rpickford@anthonygell.co.uk](mailto:rpickford@anthonygell.co.uk)

Inclusion Manager: [hharrod@anthonygell.co.uk](mailto:hharrod@anthonygell.co.uk)

My child is struggling at school.  
What do I do?

They are struggling with their learning

They are struggling socially or emotionally

Your first port of call is the class teacher or if the issue is in more than one subject your child's tutor. This can be done via INSIGHT.

Your first port of call is your child's tutor. This can be done via INSIGHT.

You have spoken with the tutor or class teacher but things have not improved for your child. The next step is to talk to your child's Pastoral Manager or the Head of Faculty. Contact details are available on our school website or by telephoning school reception on (01629) 825577.

The pastoral team will gather information and if they feel they need to seek advice from the SENDCo they will do so.

a) The pastoral team and SENDCo may decide that your child would benefit from some of the interventions currently available such as literacy support, positive support, access to the inclusion base.

b) The pastoral team and SENDCo may decide that your child needs a more bespoke package which could include dyslexia intervention, life skills or support from an outside agency.

c) The pastoral team, the Head of Faculty or the SENDCo may decide that further modifications need to be made to teaching in the classroom for your child.

You will be contacted about what support is being offered to your child and kept informed of how they are doing by your child's tutor, the Inclusion Manager or the literacy co-ordinator.

Your child will be placed at SEN Support Level as we will be doing something considerably additional or different for your child. You will be contacted by letter and invited to discuss progress and plans with the SENDCo. This is a graduated response and close monitoring will happen to ensure we are always supporting the right outcomes for your child.

The SENDCo or Head of Faculty will relay details to staff and will carry out work checks to ensure your child is making progress. The SENDCo or Head of Faculty will keep in close contact with you.

## **Staffing**

### **SENDCo**

This role includes:

- Co-ordinating all aspects of provision for all SEND students.
- Supporting with the identification of SEND.
- Liaising with outside agencies to ensure appropriate support for SEND students.
- Liaising with partner primary schools to support the transition of SEND students.
- Line Manager for all Teaching Assistants (TAs).
- Supporting faculties and individual teachers with provision for SEND students.
- Running annual reviews for EHCPs and students with GRIP funding
- Supporting parents/carers of students with SEND in conjunction with other staff.
- Monitoring progress of students with SEND.

### **SEND Link Governor**

This role includes:

- Liaising with the Assistant Headteacher responsible for SEND and the SENDCo to keep abreast of any changes and developments within SEND support.
- Reporting back to the rest of the governors on the development of SEND within the school.
- Supporting the Assistant Headteacher and the SENDCo with the planned government changes to SEND and any changes in policy or practice this would lead to in the school.

### **Head of Pastoral Care**

In terms of SEND this role includes:

- Line managing G16 (Inclusion Base).
- Running Personal Education Plans for Children in Care.
- Running the Multi-Agency Team Meetings.
- Leading on contact with social care/ Multi-Agency Team (MAT).
- Supporting the SENDCo with specific reviews or meetings as necessary.
- Monitoring progress of students.

### **G16 Inclusion Manager**

This role includes:

- Supporting a range of students with social, emotional or medical needs.
- Liaising with parents/carers regarding individual students.
- Liaising with teachers to help to ensure students catch up with work missed and complete targeted intervention.
- Attending meetings with external professionals as necessary.
- Monitoring progress of students.

### **Teaching Assistants**

These roles include:

- Supporting SEND students within lessons and social times where appropriate.
- Liaising with teachers regarding planning, differentiating for and supporting students who have SEND.
- Planning for and teaching intervention classes for literacy, Units of Sound, life skills, physiotherapy or PDE.
- Liaising with parents for students for whom they are keyworker or as necessary.
- Running extra-curricular activities or homework clubs for SEND students.
- Supporting the subjects they are attached to.

- Supporting students during Tutor time.
- Mentoring students.
- Monitoring progress of students.

## **Identification/Transition**

“Transition” is the move for a student from Primary school to Secondary school

Annual Reviews for students with EHCPs:

- A member of the AGS Learning Support Department or the SENDCo aim to attend the Year 5 annual review where appropriate for a pupil in receipt of an EHCP when Anthony Gell is the proposed school.
- A member of the AGS Learning Support Department or the SENDCo will attend the Year 6 annual reviews for pupils in receipt of an EHCP when Anthony Gell is the named school.
- All paperwork to be forwarded to Anthony Gell SENDCo.
- Special transition arrangements will be made for SEND pupils including additional visits, parental visits and staff training/CPD.

Primary Liaison:

- The SENDCo will contact all primary schools to identify pupils who could be more vulnerable prior to transition.
- Vulnerable pupils will be invited to an additional transition event to help them familiarise with the school and get to know each other and key staff.
- Young people with SEND will also be identified through parents contacting the SENDCo and will be added to the list of students who may be more vulnerable on transition.
- Parents can write a Person Centred Plan for their child to identify information staff may need to know to ease transition.
- If necessary, students will be identified as SEND Support, if we need to provide something considerably additional or different for them.

Dyslexic Students/Those with Dyslexic tendencies:

- Any evidence linked to previous testing/dyslexic tendencies should be passed on to SENDCo/Learning Support staff by staff in the student’s primary school. Except in specified cases this transfer of testing information will happen through the Pastoral transition visits.
- Pupils will be added to the list of students with dyslexic tendencies and staff will be provided with generic strategies for supporting these students.
- A small cohort of these students who need further support will attend spelling groups and Units of Sound intervention with the teaching assistant and be added to the SEND support level.

Students with significant additional educational needs:

- The SENDCo will contact all feeder primary schools in the spring term of Year 6 to identify pupils who have significant additional educational needs.
- The SENDCo will visit primary schools to obtain extra information regarding a pupil’s current progress.
- These results will then be used to inform staff about differentiation for September and to plan literacy groups.

## Identification of Students with SEND after transition to AGS

### Baseline Testing

- Any students who enter the school from Y7 or at any other stage without a SATs result/recent data will be tested by the SENDCo or by other specialist professionals.
- This data will be used to inform teachers about differentiation and support.
- The data will also be used to provide further evidence to English assessment.

### A Range of Literacy Interventions

- Before October Half term the English teachers, in conjunction with the literacy co-ordinator and SENDCo, will identify Y7 students who would benefit from literacy withdrawal.
- The SENDCo will meet with the literacy team to discuss these students and plan groupings.
- The literacy team will monitor the students and meet half-termly with the SENDCo. They will identify any specific issues for these students through teaching and assessments.
- Students will be moved groups each half term in accordance with the identification of their needs.
- Students will return to all English classes if literacy and English staff feel they have reached their appropriate target level.
- This will continue into Y8 and Y9 as necessary.

### Numeracy Intervention

- A small group of students will be identified for numeracy intervention. These students will have shown a low level of achievement in their Y7 maths assessments.
- These students will receive numeracy intervention.
- This will continue into Y8 and Y9 as necessary.

### Key Steps

- The languages department will identify students in Y8 who they do not feel will be able to achieve in two modern foreign languages (MFL subjects).
- This list will be cross checked with those who currently receive, or have received in the past, literacy.
- A group will be identified for additional literacy teaching in Y8 and Y9.

### Dyslexic Students/Those with Dyslexic tendencies:

- Parents or teachers should contact the Pastoral team if they have concerns regarding a specific child. The pastoral team should establish whether there is concern across the curriculum regarding this student. The pastoral team will raise with the SENDCo.
- SENDCo should contact parents and discuss intervention.
- If students are identified as having dyslexic tendencies they will then be added to the list of students with dyslexic tendencies and staff will be provided with generic strategies for supporting these students.
- A small cohort of these students who need further support will attend spelling groups and will be added to SEND Support level.

### CATs Scores

- Cognitive Activity Tests (CATs) are usually undertaken by all students in Year 7 during the first half term.
- The SENDCo will review all CAT scores and anyone who scores below 85 in any section will be cross-checked with the above identification procedures to ensure that identification of SEND is as thorough as possible.

## Parental Contact

- If parents/carers contact the Pastoral team or SENDCo with concerns about their child, work checks may be requested to identify any issues with the child's learning or social skills/behaviour.

## Teacher/TA Concern

- If a member of staff is concerned about the progress a child is making, despite personalised teaching, they should discuss with their line manager or Pastoral team. The SENDCo will be contacted if it is felt additional identification or support may be needed.

## **Provision**

### **Students in receipt of an EHCP:**

The SENDCo will write a Person Centred Plan (PCP) for each of these students in conjunction with the family. This will be made available to all staff via PARS. Based on the level of support the student receives from the LA, the SENDCo will timetable support. The student could be supported in lessons by teaching assistants (TAs). Independent learning will be encouraged. The student will have access to the same opportunities for additional provision as other SEND students. The SENDCo will liaise with outside agencies, in conjunction with TAs and the Inclusion Manager where necessary.

Where there are identified physiotherapy needs, the SENDCo will timetable appropriate intervention with experienced TAs.

The EHCP will be reviewed each year and the Person Centred Plan updated, focussing on key outcomes for the young person. The SENDCo will keep in regular contact with parents/carers and meet with them as necessary if the Person Centred Plan or outcomes need to be updated more regularly.

### **SEND Support Level**

If a student is not making progress or is having a difficulty in a particular area they will be discussed at pastoral meetings and Learning Mentor meetings as necessary. The identification of this student will follow the procedures listed above. If it is felt specific provision needs to be made the student will be added to the SEND register and parents will be informed via letter. Staff will be informed and, if necessary, a Person Centred Plan will be written in conjunction with the family. The SENDCo, or a designated member of the team, will keep in regular contact with parents/carers and meet with them as necessary if the Person Centred Plan or intended outcomes need to be updated more regularly. The SENDCo, Inclusion Manager and Head of Pastoral Care will liaise with outside agencies as necessary for each identified child. They will attend meetings for these students and organise for outside agencies to observe or meet with targeted students.

### **In-Class Support**

Students in receipt of an EHCP receive additional support in classes. This support will be focussed around the student's individual needs and many include support by a teaching assistant. Students will be encouraged to develop their independent learning skills and teaching assistants will also be able to support other students in the class as necessary.

Teachers and TAs will commit to a method of communication to ensure focussed progress for SEND students.

## **Learning Support Teaching**

### **Literacy (Y7)**

Students who are withdrawn for literacy support will be taught by a combination of teachers and Level 7 teaching assistants. This will be 2 x one hour sessions a week.

### Key Steps (Y8 & Y9)

Identified Y8 & Y9 students will not do a second MFL in year 8 and 9 but will instead during this time receive additional literacy intervention.

### Dyslexia Intervention

There will be small group withdrawal lessons for students in Y7, 8 & 9 as required by individuals who have more severe dyslexic tendencies; this will be taught by a teaching assistant. For students in Y10 and Y11, there will be a tutor time session and lunch time session available for dyslexia support.

### **Nurture Group Intervention**

Nurture is an in-school, teacher-led, focused intervention group for small numbers of children who have particular social, emotional and behavioural needs. The group is staffed by two supportive adults who are trained for this level of intervention. They support children who will benefit from additional nurturing experiences, by providing a safe and structured environment where children are encouraged to develop positive and trusting relationships with adults and other students.

The Nurture group offers a short term, focussed, intervention strategy, which addresses barriers to learning arising from social / emotional and or behavioural difficulties, in an inclusive, supportive manner. Children continue to remain part of their class group and usually return full time within four half terms. The children are carefully selected according to their individual holistic profile of needs, identified using the Boxall Profile whilst also ensuring the establishment of a cohesive nurture group. Individual and group plans are then formulated, with all targets thoroughly discussed with all involved including the students themselves. Staff then provide a variety of experiences, opportunities, approaches and resources to address these needs within a culture of trust, understanding and knowledge incorporating the 6 principles of nurture, with progress closely monitored. Parents and carers are involved as much as possible in a positive way

### **G16 – Our Inclusion Base**

Students who need regular or one-off medical or emotional support may be given access to G16. For some students this will take the form of timetabled lessons due to dropping a subject or in place of PE/CR for a short time. Some students will be invited to Tutor in G16. Some students will be placed in G16 on an emergency basis either full or part-time, while issues are resolved. G16 will be available to students before school, at break and at lunch time.

### **Extra-Curricular**

There are a range of inclusive clubs and activities available for all students. Some activities are specific for SEND students.

Staff with expertise in SEND can support with access to extra-curricular clubs, trips and residential trips to ensure SEND students have the same access as their peers.

### **Access Arrangements**

The Joint Council for Qualifications (JCQ) defines Access Arrangements as ‘arrangements made to allow students with specific needs, such as special educational needs, disabilities or temporary injuries the ability to access an assessment and show what they know and can do without changing the demands of the assessment’.

The intention behind an Access Arrangement is to meet the particular needs of an individual student without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make “reasonable adjustments”. For example this could include the use of a Reader, Scribe and/or Additional Time.

The SENDCo manages Access Arrangements in school. Those students who still score below reading age 10 in the summer of Year 9 will be put forward for access arrangement testing. Any student with

dyslexia or dyslexic tendencies who has been supported by the Learning Support Department in Y7, 8 or 9 will also be tested for access arrangements in the summer term of Year 9.

In addition to this, the pastoral team will be able to nominate students in Year 9 for access arrangement testing via a cause for concern sheet sent to the SENDCo.

If staff feel that a student is considerably more successful typing rather than handwriting work a cause for concern sheet will be sent to the SENDCo. The student will be given a short test to confirm they are considerably better with a computer. The student will then be able to use computers within school when completing coursework or extended pieces of writing. Teachers of these identified students will be able to request a laptop for use in exams.

## **External Support Services**

The school will liaise with outside agencies as required for each student. The agencies who are frequently involved with the school will meet once every 2 weeks for a Multi-Agency meeting. Relevant students will be discussed and action plans agreed. Parental consent will be sought to discuss individual students.

## **Assessment/Monitoring**

### **Examinations**

Access Arrangements (see P7)

- Students will be identified for access arrangements by appropriate staff.
- Students will be tested by a specialist assessor.
- Staff will be informed of Access Arrangements
- Classroom practice will be offered in line with access arrangements.
- For students who qualify for a laptop, teachers may use computers by arrangement as part of the student's normal way of working. If the student needs a laptop for the exam then the teacher should request one through the SENDCo well in advance of any mocks or final examinations.

Readers/Scribes/Extra Time

- The SENDCo, with support from the Exams Officer, will identify exams that require readers and scribes.
- Shared staff and electronic reader pens will be available as readers in these examinations and individual staff for scribes.
- Identified students will have to ask if they want a question or instruction reading, an answer read back to them or something scribed. They will also need to request if they want anything to be repeated.
- Students who qualify for extra time will be made known to the invigilator and will receive the necessary extra time in the examination as they desire.
- Students who have been identified as needing laptops for that particular exam will be provided with one by an ICT technician. They will be shown how to use it and save work. The student will then be responsible for going straight to the exams officer immediately after the finish of the exam. They must then print off their work and sign to identify it as their own.

### **Marking/Reporting**

- Marking of all class work will follow the departmental marking policy.
- The SENDCo will complete work scrutiny of all marking once every half term.

### **Annual Reviews/Transition Plans**

- Annual reviews will be completed for students in receipt of an EHCP.
- Parents/Carers and necessary external professionals will be invited to the review.



- The SENDCo will ask all staff to review how the student is doing in terms of the objectives on the student's EHCP. This will then be compiled as a school report and sent to all relevant parties at least 2 weeks before the annual review.
- The SENDCo will conduct the annual review and any necessary transition plans.
- Person Centred Plans will be used to set targets in the form of short-term goals for the student and to plan for the future through long-term goals.
- As a result of this, outcomes will be added to the review document for all staff to focus on.
- The Person Centred Plan will be reviewed each year at the annual review.
- These targets will be reviewed by the SENDCo once a term. If necessary, parents will be involved in the review and adaptation of these targets.
- Person Centred Plans will be made available to all staff electronically.
- All paperwork will be sent to invitees and to the SEND department at Derbyshire County Council.

## **Whole School Support**

### **Teaching Assistant Support**

- Teaching Assistants (TAs) are timetabled to support students within a subject area. Within the lesson(s), TAs can also be used to support other SEND students or Pupil Premium students alongside the EHCP student/s in that class.
- Teaching Assistants have 30 minutes per day which can be used to run clubs, support with differentiation/administrative tasks or attend meetings in consultation with the SENDCo.

### **SENDCo Support**

- The SENDCo will observe teaching assistants at least once a year and feedback to the TA and class teacher. Any areas for development will be identified by the SENDCo and worked on in conjunction with the TA and members of the department.
- The SENDCo will offer advice on differentiation to individual teachers and departments as requested.
- The SENDCo will observe particular SEND students and give advice on strategies as requested.
- The SENDCo will provide whole school or targeted group training on additional needs as necessary through liaison with an Assistant Headteacher.
- The SENDCo will provide bespoke training for TAs through liaison with an Assistant Headteacher.

## **Preparing For Adulthood**

For a very small cohort of our students we need to adopt an entirely personal approach. These students are those who find conventional learning incredibly difficult. Some students need considerably more support to move towards adulthood and will transition to structured and supportive post-16 placements and hopefully specialist housing and employment in the future.

For students who need considerably more support, we tailor the curriculum according to their needs and look carefully at appropriate qualifications. These students are most likely to be in receipt of an Education and Health Care Plan.

For these students the policy will operate on an individual basis. It may include:

- Students and their families having specialist support and advice from the local authority to look into appropriate post-16 provision.
- Person Centred Planning outcomes reflecting the need to address key social and life skills to ensure the student can start to move towards and structured but more independent future.

## **Glossary**

**SEND** – Special Educational Needs and Disabilities

**SENDCo** – Special Educational Needs and Disabilities Co-ordinator

**EHCP** – Education and Health Care Plan – where a child has been formally assessed by the Local Authority and they have agreed the child has high level special educational needs.

**SEND Support** – This is the level below a Statement or Education and Health Care plan. It is a graduated response which means that the student may need something additional or different provided by the school. The level of this support will vary.

**G16** – The Inclusion base in Anthony Gell School.

**Person Centred Plan** – A document written by children and their families with support from the learning support team to show how best to support that student.

**Access Arrangements** – Arrangements agreed with exam boards for supporting students with external assessments.