



Special Educational Needs and Disability (SEND) Policy

Responsibility of:
Date of Approval:
Review Cycle:

SENCo
24 May 2018
Annually

Principles

The Trust is committed to providing an inclusive learning environment, promoting high aspirations and expectations for all students. We recognise that every student is an individual who has a variety of educational and personal needs, which may change as the student develops.

We aim to support every student, allowing them the opportunity to achieve their potential by identifying need, providing appropriate support, and removing barriers to learning.

We aim to encourage all students to become confident, resilient individuals who can make a successful transition into adulthood and progress to positive and meaningful destinations, including employment, further or higher education or training.

Legislative Framework

The Trust aims to comply with the *Equality Act 2010* and the *Special Educational Needs and Disability (SEND) Code of Practice: 0-25 Years 2015*, relating to the appropriate sections of the *Children and Families Act 2014*. The definitions of what constitutes a Disability and a Special Educational Need are set out in this document. We also aim to comply with the statutory guidance for *Supporting Pupils at School with Medical Conditions*. This policy will take into account the following legislation and statutory guidance:

- SEND Code of Practice: 0-25 years 2015 (July 2015)
- The Special Educational Needs and Disability Regulations (2014)
- The SEN (Personal Budgets) Regulations (2014)
- Children's and Families Act (2014)
- Inclusive Schooling (2001)
- Education Act (2011)
- The Equality Act (2010)
- School Discipline (Pupils Exclusions and Reviews) (England) Regulation (2012)
- School Admissions Code (2012)
- Supporting Pupils in Schools with Medical Conditions (2014)
- Mental Capacity Act Code of Practice (2005)

The Trust ensures our safeguarding responsibilities in accordance with:

- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education (2016)

Policy Statement

The Trust will ensure that:

- All staff take responsibility for the identification and inclusion of students with SEND as an integral part of raising standards.
- Through its best endeavours, the special education provision requirements meet the needs of prospective and existing students.
- Robust systems are in place and reviewed to ensure young people with SEND do not feel directly or indirectly discriminated against, harassed or victimised.
- All students are identified and supported through co-operation and partnership with parents/carers and outside agencies in line with the guidance in the *SEND Code of Practice: 0-25 years 2001 (2015)*.
- All students, parents/carers will be fully included in the educational and social life of the college, and students will be involved in the development of their own learning.
- All students will be supported so that they can make academic progress and reach positive destinations in adult life.

This policy sets out the principles of supporting students with SEND. For more detailed information, access the document *Supporting you with a Difficulty or Disability* and the relevant sections on the Trust/College websites.

Definition of SEN and Disability

Students have special education needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. In addition, a student has a learning difficulty or disability if they:

- have a significantly greater difficulty in learning than the majority of others of the same age; or
- 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 or mainstream post-16 institutions.

A student does not have a learning difficulty or disability solely because the language (or form of language) in which he or she is or will be taught is different from a language (or form of language) which is or has been spoken at home.

A person has a disability and/or medical need if they have:

- Any physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This includes sensory impairment such as those affecting sight or hearing, and long term medical conditions such as asthma, diabetes, epilepsy and cancer (Equality Act 2010).

A student who has a medical condition will have an individual healthcare plan, which will specify the level of support required to meet their medical needs. This student may not necessarily have

SEND but there may be some overlap of provision. Where this student also has SEND, support for their needs will be co-ordinated and planned alongside their healthcare plan. (The Children's and Families Act 2014, Supporting Pupils at School with Medical Conditions DfE, 2014).

Roles and Responsibilities

The Local Advisory Group will:

- Ensure the implementation and monitoring of SEND policy, including the funding of SEND provision, and that SEND is central to the Trust/College Evaluation Form (CEF) and Trust/College Improvement Plan (AIP).
- Allocate a Local Advisory Group member as a dedicated SEND link between the Special Educational Needs and Disability Co-ordinator (SENCo) and the Local Advisory Group.
- Publish the Trust's arrangements for the admission of SEN/disabled students, the steps taken to prevent SEN/disabled students from being treated less favourably than those who are not, and details of the facilities provided to enable access to college.
- Participate in appropriate training.
- Monitoring and reviewing progress of SEND students.

The Principal will:

- Be responsible for the overall management of the Policy and provision for SEND students and ensuring that those strategies include working with parents/carers and external agencies to encourage involvement in the students education and learning needs.
- Monitor and review progress of SEND students.
- Act as an advocate for SEND students.
- Ensuring the curriculum meets the needs of SEND students.
- Provide performance management for all staff members and regularly review student progress as part of an overall Trust approach to assessment.
- Consult with the Local Authority and other relevant parties where it is appropriate to deliver a co-ordinated approach to SEND provision.
- Participate in appropriate training.

The Special Educational Needs and Disability Co-ordinator (SENCo) will:

- Ensure the needs of students with SEND, including medical students, are identified at transition.
- Ensure SEND students are appropriately supported through reasonable adjustment according to need.
- Ensure resources are allocated through the use of available funding to meet the needs of SEND students.
- Liaising with pastoral staff and with the Designated Teacher/s for Children Looked After when providing SEND provision for vulnerable students.
- Informing colleagues about updated information with regards to SEND students.
- Liaising with and sharing information with parents/carers and external agencies regarding SEND students as specified in the SEND Code of Practice (2015).

- Ensure staff have access to relevant information about medical conditions affecting students through Trust systems.
- Ensure that all arrangements for medical students are put in place, including the managing of medicines, but NOT the administering of medicines on our college premises.
- Ensure students with Risk Assessments, Health Care Plans and Personal Emergency Evacuation Plans are identified and the Trust Estates and Health and Safety Manager informed.
- Ensure sufficient staff are suitably trained to meet the needs of all SEND students. Where relevant the SENCo will liaise with healthcare professionals about the type and level of training required.
- Have strategic overview of the SEND Study Support Tutors and co-ordinate non-teaching staff to deliver intervention and work towards targets.
- The SENCo monitors the performance of all students with learning difficulties or disabilities across the Trust.
- Co-ordinating and planning for transition and the transfer of SEND information to ensure that students are supported at every stage of their education and are prepared for adulthood.
- Provide professional guidance and continuous professional development for colleagues.
- Ensure that progress is monitored and the support reviewed.

The Assistant Principal – Achievement and Support will:

- Ensure that students with Social, Emotional and Mental Health needs (SEMH) are identified.
- Ensure that sufficient staff are suitably trained to meet the needs of SEMH students, in collaboration with the SENCo and healthcare professionals.
- Ensure that relevant information about SEMH affecting students is published through Trust systems.
- Ensure arrangements for SEMH students are put in place, including the managing of medicines for SEMH students on the college premises.

The Estates and Health and Safety Manager will:

- Ensure reasonable adjustments are made to the college site for SEND students.
- Be responsible for the Trust's First Aid Policy.
- Maintain building assets and carry out routine checks for supporting SEND students.
- Provide E-VAC chairs and training for Fire Exit of SEND students from any of the Trust's buildings, where a risk assessment and Emergency Evacuation Plan has been put into place.
- Ensure Fire Marshalls and teaching staff are trained in Personal Emergency Evacuation Plans and use of E-VAC chairs, to ensure SEND students are supervised out of Trust buildings in times of fire, flood, extreme weather conditions and loss of electricity or in case of emergency.
- Ensure trip organisers assess risks and are well informed about arrangements for SEND students.
- Ensure appropriate insurance is in place that covers staff providing support to SEND students.

The Teacher will:

- Undertake pre-learning liaison with the Study Support Tutors for SEND students following first and second wave interventions.
- Work with Study Support Tutors to identify where a student may be having difficulty which may be due to SEND.
- Ensure inclusion of SEND students within the classroom and carry out planning, manage support and provide resources to enable them to access a broad and balanced curriculum. Where appropriate, Study Support Tutors will work closely with teaching staff to ensure the support students receive removes barriers to learning and allows them to progress.
- Monitor and review progress.
- Where underperformance is identified, put in place interventions to ensure clear and supportive targets are set.

The Progress Tutors will:

- Ensure all students receive pastoral support including reporting of safeguarding issues and issues relating to student mental health via the Safeguarding Team. Further information available in the Safeguarding Policy and Procedures.
- Ensure that students with any temporary disability or new diagnosis mid-term are referred to the SENCo who will update records, file any evidence provided, assess what arrangements need to be put in place such as an Emergency Evacuation Plan, Health Care Plan, Risk Assessment or Exam Access Arrangements. The SENCo will ensure all medical arrangements and risk assessments are put in place in a timely manner.

Students, Parents/Carers will:

- Ensure that medical conditions are declared to the college during the application process including individual needs.
- Discuss their needs at enrolment, allowing for arrangements to be put in place prior to starting college.
- Be encouraged to participate in the student's educational progress and discussions regarding provision of support.
- Be involved in decision making, the planning of support and review of provision.
- Be made aware of the Local Authority Offer and will be signposted to support available from universal services and targeted and specialist services for SEND students.
- Be central to decision-making about their needs, so that they are empowered to express wishes and viewpoints about their own future.
- Be encouraged to provide feedback through Learner Voice.

Admission Arrangements

We aim to ensure equal opportunities for students with SEND. Further information can be found in the Trust Admissions Policy.

Identification and Assessment of Students' Needs

- The Trust has a responsibility for the identification and assessment of students' needs in line with the guidance outlined in the SEND code of Practice, 2015.
- The identification of SEND students will ordinarily be during the interview process when completed medical forms are returned. Student Services will ensure that the SENCo has copies of all medical forms to ensure appropriate support is put in place.
- The SENCo will establish links with all feeder schools and ensure transition is fully supported.

Allocation of Resources for Students with SEND

Resources will be allocated through the use of available funding to meet the needs' of students. Please refer to the Trust SENCo for further information.

Links with External Services

- In cases where specialist assessment or provision is required externally, the Trust will endeavour to signpost students and parents/carers where appropriate.
- The Trust will endeavour to actively engage with services and agencies, based both inside and outside of the Trust, to ensure effective and appropriate support for SEND students.
- The Trust recognises its reciprocal duty to co-operate with the Local Authority on arrangements for young people with SEND, and is actively involved with the Local Authority to help shape post-16 SEND provision.
- The Trust will work with a range of external agencies to help meet the needs of the students, a sample list of external agencies are below:
 - Child and Adolescent Mental Health Service (CAMHS)
 - Targeted Mental Health in Schools (TAMHS) and local cluster services (counselling, therapeutic services, CAMHS in Schools, health and wellbeing worker, parental support advisor)
 - Early Help Assessment Team
 - Complex Needs Team/Educational Psychology Team
 - Educational Service for Physical Disability
 - Hearing Impaired Service
 - Multi-systemic Therapy Team (MST)
 - Occupational Therapy Service
 - Children's and Adult Physiotherapy Service
 - School Nursing Team
 - SENSAP
 - Sensory Service Visual Impairment Team
 - Children's Social Work Services
 - Speech, Language and Communication Therapy Service
 - Gypsy Roma Traveller Education Team
 - Paediatrician/Optician

Exam Access Arrangements

When applying for Exam Access Arrangements we are obliged to work within the framework laid down by the Joint Council for Qualifications (JCQ).

These regulations are very complex and there have been major changes for 2017-18. The implications of this may mean that a student whom previously qualified for Access Arrangements prior to 2017-2018, may no longer qualify under the revised regulations. The current regulations can be viewed at <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Where a student is referred to Study Support for Access Arrangement assessment, we will do an assessment for exam access arrangements if appropriate. We will report back to you the results of the assessment and also if the assessment indicates the student has standardised scores below the level set by JCQ. This will not guarantee Access Arrangements as the formal assessment results will then need to be checked against the JCQ regulations to see if Access Arrangements can be applied.

All assessments MUST be post Year 9 to qualify. **PLEASE NOTE: Privately commissioned assessment reports cannot be accepted by the College as they will not be based on evidence of need from the teachers who know the student's work.** Should you choose to provide the college with a privately commissioned report from an educational psychologist or specialist teacher assessor you need to be aware of the following:

Before a private assessment is undertaken, the educational psychologist or specialist teacher assessor must contact study support and ask for evidence of a student's normal way of working and relevant background information.

This must take place before the candidate is assessed.

(JCQ Regulations 2017-18)

What evidence is needed to apply for Access Arrangements?

There are a number of pieces of evidence that can be used to apply for EAA to Joint Council for Qualifications (JCQ):

- Form 8 report from Specialist Teacher or Specialist Teaching Assistant
- Previous Access Arrangement evidence from Schools/ other Education Providers
- Subject teachers – examples of work as appropriate as normal way of working
- Subject teachers evidence of need for an assessment and access arrangement
- Results of baseline tests e.g. reading/comprehension age, writing tests
- Educational Health Care Plans
- Long term medical condition/disability with supporting consultant's letter

In all cases the college's decision is final.

Below you will find an outline of evidence needed for the most common request of Extra Time

As extra time is the Access Arrangement requested most often we will look at some of the associated regulations here. JCQ lay down similar guidance for each of the other possible arrangements.

Extra time

The college has to present a 'compelling' case that the student's learning difficulty has 'a substantial and adverse effect' on the student's performance in exams. This will generally require statements from subject staff that a student is underperforming in classroom tests, as well as evidence in the form of incomplete mock examinations or similar.

The student must also have made use of extra time over a substantial period of time in both classroom tests and mock examinations before the arrangement can be used in external examinations. This is referred to as the 'normal way of working'.

JCQ set specific guidelines regarding the standard scores that enable a student to be eligible for Access Arrangements; these are not set by the Study Support Department. A student may find, for example, completing tests in a fixed time period difficult but without the appropriate evidence from a formal assessment with standardised scores or a diagnosed medical condition that is verified via a consultant's letter or an Educational Health Care Plan the student may not be eligible for extra time or Access Arrangements.

Extra time on medical grounds

In order for a student to be granted extra time on medical grounds, the college has to be able to:

- *Show that a student has **an impairment** which has **a substantial and long term adverse effect on his/her speed of processing***
- *Confirm that he or she has **persistent and significant difficulties when accessing and processing information***
- *Show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom*
- *Show the involvement of teaching staff in determining the need for 25% extra time*
- *Confirm that without the application of 25% extra time the candidate would be at **a substantial disadvantage***
- *Confirm that 25% extra time is the candidate's normal way of working within the centre **as a direct consequence of their disability.***

In addition to the above, the college requires up to date medical evidence:

- *A letter from a Health Professional involved in the student's care (please note a letter from a GP is not admissible. It needs to be from a psychologist or consultant or specialist)*
- *A Statement of Special Educational Needs / Education and Health Care Plan relating to the candidate's secondary education which confirms the candidate's disability and level of need*

Use of word processor (spell check and grammar check disabled) in exams

Use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

The Trust must be satisfied that the candidate has an impairment which has a substantial and long term adverse effect, giving rise to persistent and significant difficulties.

Candidates who may use a word processor are those with:

- A learning disability which has a substantial and long term adverse effect on their ability to write legibly
- A medical condition
- A Physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor or illegible handwriting
- Slow handwriting – based on a standardised score of 84 or less on the Dash or Dash 17+ free writing test.

Use of a word processor will be granted providing the candidate meets at least one of the above criteria. Evidence for this could include an example of the candidate's written work, a completed evidence form from a tutor or results from a test of speed in a free writing test.

Use of a word processor will be granted on a subject by subject basis. Use of a word processor may not be required for every subject taken by the candidate.

If the candidate never uses the word processor, Study Support will consider withdrawing the exam arrangement.

Separate Room Policy for Exams

Separate invigilation is determined by the SENCo, in conjunction with relevant teaching staff and exam office personnel. JCQ are clear in that the decision to offer separate invigilation to candidates is the responsibility of the SENCo. Its decision based on whether the candidate has a substantial and long term impairment which has an adverse effect and the candidate's normal way of working within the centre. JCQ rules state: 'Candidates are only entitled to separate

invigilation within the centre if they are disabled within the meaning of the Equality Act.' Normal way of working would include separate invigilation during mock examinations, internal school tests and/or high level GCSE controlled assessments. The college has to have evidence provided from the previous school to state that separate invigilation/room was the normal way of working for the student to be able to apply this as well as meeting the disabled definition of the Equality Act.

The following are two examples where students would be eligible for separate invigilation:

- A candidate with depression who has been under Child and Adolescent Mental Health Services (CAMHS).
- A candidate with an established medical condition or formally recognised social, emotional and behavioural difficulties.

Where a student simply panics on the day of an examination or becomes anxious, then he/she should indeed be seated more appropriately within the main examination hall. Separate invigilation is no different to other access arrangements; such as prompters, supervised rest breaks etc. Progress tutors, teachers, Safeguarding and the SENCo with pastoral responsibilities will know precisely those students with established and long term health conditions and whether separate invigilation is warranted. Working with the SENCo and exams officer (EO), who may highlight issues such as room availability and the need for additional invigilation, a centre-based decision is made on the need for separate invigilation.

Medical evidence must be provided in advance to support a separate room access arrangement and then be approved by the SENCo.

Access to Information

The Trust will provide access to information and performance updates in a variety of ways:

- College Newsletters
- College Virtual Learning Environment (VLE)
- Trust Websites
- Open Days
- Parent/Carer evenings/meetings
- Personal Progression Tutor meetings
- SEND review processes

In order to make continuous improvements for students, the Trust will:

- Produce all college literature in the correct size font and on the appropriate colour background to assist visually impaired students.
- Investigate alternative ways of providing access to information, software and activities.
- Investigate ways of communicating with SEND parents/carers and other adult users of the site.
- Make full use of external providers of support including those provided through the Local Authority for providing information in alternative formats (for example Braille or audiotape) if required.

- Seek to use text alerts and e-schools notifications to communicate with specific user groups.

Evaluation, Monitoring and Review of the SEND Policy

This policy will be reviewed every year with specific input being sought from:

- Student Executive
- Parents/Carers
- The SENDCo
- Trust Staff
- SEND Students

Raising of Concerns

Parents/carers can discuss SEND concerns with the student's Study Support Tutor, Progress Tutor, Subject Teacher and/or SENCo.

For queries relating to SEND contact Sharon Scholes, SENCo, New Collaborative Learning Trust (sharon.scholes@nclt.ac.uk).

Should a parents/carers concerns not be addressed, it may be escalated to a member of the senior leadership team for appropriate consideration.

Should concerns still not be resolved, parents/carers should refer to the Trust Complaints Policy, details of which are available on the Trust's website at www.nclt.ac.uk.

Summary

It is the Trust's aim to remove barriers to learning for all students in its care. Implementation of this policy will support the effective inclusion of students with SEND through raising achievement and enabling participation in the full life of the Trust and its colleges.