

# Royal Alexandra & Albert School



## SEND INFORMATION REPORT

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**This report was originated by Victoria Cribb, SENCo**

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# 1. Guiding Principles and Objectives

This report has been formulated with regard to section 69 of the Children and Families Act 2014, regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014 and section 6 of the Special educational needs and disability code of practice: 0 to 25 years. This policy also needs to be read in conjunction with the Safeguarding Policy and the Accessibility Plan.

**Special educational provision is educational or training provision that is additional to or different from that made generally for others of the same age.** This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching.

It may take the form of additional support from within the setting or require the involvement of specialist staff or support services.

As part of using its 'best endeavours', RAAS have arrangements in place to identify the need for and secure such provision, whether through expertise and resources available within the school or by drawing on support from outside services. The approach set out in this section sets out key elements of how this should work in practice.

- 1.1 RAAS is committed to providing an appropriate and high quality education for all learners attending the school. We believe that all learners, including those identified as having special educational needs have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.
- 1.2 We believe that all learners should be equally valued in the school. We will strive to eliminate prejudice and discrimination, and to develop an environment where people can flourish and feel safe.
- 1.3 We believe that all learners (those with or without SEND) are supported and challenged to achieve better than expected progress that is in line with their peers- this is encouraged through high levels of support and intervention at each wave of provision.
- 1.4 This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.
- 1.5 We believe that inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background.
- 1.6 This policy describes the way we meet the needs of learners who experience barriers to their learning, which may relate to sensory or physical impairment, disability, learning difficulties or emotional or social development, or may relate to factors in their environment, including the learning environment they experience in school.

## 1.7 Aims and Objectives

- To identify, at the earliest possible opportunity, barriers to learning and participation for learners with SEND (see also curriculum and assessment policies).
- To make reasonable adjustments for those with a disability by taking action to increase access to the curriculum, the environment and to printed information.
- To work closely with previous providers of education to ensure a smooth transition into the school.
- To ensure that every learner experiences success in their learning and achieves to the highest possible standard.
- To enable all learners to participate in lessons fully and effectively.
- To value and encourage the contribution of all learners to the life of the school.
- To work in partnership with parents.
- To track and monitor the impact of interventions to evaluate their success in improving outcomes for pupils.
- To communicate with the Governing Body to enable them to fulfil their monitoring role with regard to the Policy Statement for SEND.
- To work closely with external support agencies, where appropriate, to support the need of individual learners.
- To ensure that all staff have access to training and advice to support quality teaching and learning for all learners.
- The school is committed to providing equal opportunities for all, regardless of race, faith, gender or capability in all aspects of school. We promote self and mutual respect and a caring and non-judgmental attitude throughout the school.

## 2. Enhanced Learning Team

### 2.1 Roles and Responsibilities

2.1.1 The SEND team are a branch of the Enhanced Learning Team, which was newly established in September 2015.

The Enhanced Learning Team has a pivotal role to play in facilitating and coordinating this whole School approach to special educational needs. The Team, which includes specialist Learning Coaches, works in partnership with all staff in their various roles such as subject teachers, form tutors, house staff to ensure the effective and efficient implementation of the school policies on special educational needs.

2.1.2 The SENCo has an important role to play with the Director of Inclusion, the Senior Leadership Team and the Governing Body, in determining the strategic development of SEND policy and provision in the school.

The SENCo has day-to-day responsibility for the operation of SEND policy and coordination of specific provision made to support individual children with SEND, including those who have EHC plans

The key responsibilities of the SENCo include:

- overseeing the day-to-day operation of the school's SEND policy;
- coordinating provision for children with SEND;
- liaising with the relevant designated teacher where a looked after pupil has SEND;
- advising on a graduated approach to providing SEND Support;
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- liaising with parents of children with SEND;
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies;
- being a key point of contact with external agencies, especially the LA and LA support services;
- liaising with potential next providers of education to ensure a young person and their parents are informed about options and a smooth transition is planned;
- working with the Headteacher and school governors to ensure that the School meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

## 2.2 Resources and Facilities

- The school receives funding to respond to the needs of pupils with SEND from a number of sources that includes:
  - A proportion of the funds allocated per pupil to the school to provide for their education called the Age Weighted Pupil Unit.
  - The Notional SEN budget. This is a fund devolved to schools to support them to meet the needs of pupils with SEND.
  - For those pupils with the most complex needs, the school may be allocated additional educational needs funding from the Local Authorities High Needs SEN Funding allocation.
- For pupils with SEN but without an EHCP, the decision regarding the support provided will be taken by the Headmaster and the SENCo, and will follow guidance provided by the Governing Body regarding SEN Funding deployment.
- For pupils with an EHCP, this decision will be reached in agreement with parents when the EHCP is being produced or at an annual review.
- This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities through support that might include:
  - Targeted differentiation to increase access to text (desk copies of information, work buddy, accessible text, IT e.g. read aloud software, different recording strategies, additional time etc.).
  - In class, adult or peer support aimed at increasing skills in specific area of weakness (learning behaviours, organisation, etc.).
  - Out of class support (relationship building, social, emotional skill development).
  - Small group tuition to enable catch up (subject or targeted at additional need).
  - Specific support, advice and guidance is provided to parents and families to improve pupil's readiness for learning (relating to pupil's difficulties in attendance, behaviour, physiological and emotional needs etc.).
  - Provision of specialist resources or equipment (use of ICT, sloping board, electronic versions of text etc.).
  - Partnership working with other settings (shared resources e.g. shared expertise: support from local special school on action to improve inclusion: shared alternative environments etc.).
  - Access to targeted before/after school clubs (homework, clubs targeted at increasing resilience etc.).
  - Access to the school nurse and wider health professional support (responding to mental and physical health issues, speech, language and communication needs, motor control and mobility needs).
  - Access to support from in-school sources e.g. learning coaches (peer or adult) or from charities (e.g. Barnardos, Relate) and community sources (e.g. Youth and Church groups, local businesses).
  - Implementation of strategies from support agencies e.g. Behaviour Support/Educational Welfare Support.

- In addition: The Pupil Premium funding provides additional funding for pupils who are claiming Free School Meals, who are (or previously were) in the care of the local authority or whose parents are in the Armed Forces. The deployment of this funding is published on the school website.
- The school is a building with many steps and stairs. There is, however disabled access throughout most of the building, and disabled toilets. The school will have regard to the Equality Act 2010, the Children and Families Act 2014 and the *Code of Practice 2014: 0 to 25 years* in terms of admitting learners with disabilities.
- There are facilities for small group/individual teaching in the ELT Study Room, ELT Meeting Room and in both the senior and junior libraries.
- All members of the school community, including learners, are invited to inform the school of any disability they have.

## 2.3 Organisation of Enhanced Learning Team

<b>Director of Inclusion</b>	Eileen Greer
<b>SENCo</b>	Victoria Cribb
<b>Assistant SENCo (Junior School)</b>	Megan Spencer
<b>Lead for Disadvantaged Pupils</b>	Katie Ryan
<b>Lead for EAL</b>	Bronwyn Ayers
<b>SEND Link Governor</b>	Nishma Acharya
<b>ELT Administrator</b>	Lorraine De Tarnowsky
<b>Specialist Assessor</b>	Anne Deane
<b>Senior Learning Coaches</b>	Jo-Ann Harvey
	Annette Simon
	Nikki Da Silva
	Jane Goundry
	Lisa Bostel
<b>Learning Coaches</b>	Bessie Irving
	Hilary Sargent
	Jodee Hodge Bright
	Kaye Guest
	Russ Durston
	Sue Last
	Val Macdaniel
	Lisa Czerpak
Gemma Payne	

To contact the team, please email [ELT@gatton-park.org.uk](mailto:ELT@gatton-park.org.uk) or call 01737 649009.

## 2.4 Specialisms and Training

- Anne Deane is the Specialist Assessor and completes the assessments, applications and arrangements (in collaboration with the Examination Officer) for all Access Arrangements.
- A comprehensive programme of Continuing Professional Development for SEND is planned according to the school learner profile. All Learning Coaches receive training every Friday morning. A programme of CPD is coordinated by the Senior Learning Coach.



## 3. Identification, Assessment and Recording of SEND

### 3.1 Objectives

- To ensure identification, an assessment of learners with special educational needs takes place as early as possible.
- To keep a school register of learners with special educational needs in accordance with the 2014 SEND Code of Practice (6.6 P.85), and to maintain all records relevant to decisions made in relation to any student's registration.

### 3.2 Identification, Assessment and Review - The Graduated Approach

3.2.1 The school follows the SEND *Code of Practice 2014: 0 to 25 years'* graduated approach with regard to the identification, assessment and review of learners with special educational needs.

The four key actions are:

**Assess** - clear analysis is made of needs based on (where appropriate):

- views of the child/young person and their parents / carers
- screening of pupils, that are usually completed on entry
- teacher assessments and observations
- pupil's current attainment
- pupil's previous progress and attainment
- tracking of progress and comparisons with national data
- assessments by external agencies.

**Plan** - following assessment, the teacher, SENCo, parent / carers and pupil, agree on a plan of action to include:

- time limited outcomes for the pupil
- the adjustments, support and interventions to be put in place
- a date for review.

**Do** - all relevant staff are made aware of the plan and implement the adjustments, support and interventions. The SENCo supports teachers in the effective implementation of provision

**Review** - the quality, effectiveness and impact of provision is evaluated by the review date.

This includes sharing information with pupil and parent/carers and seeking their views.

The cycle then starts again at assess, with the updated needs of the pupil being considered before planning a continuation of or change to provision.

### 3.2.2 Description of Waves of Intervention – Graduated Approach

#### Wave 1 - Quality First Teaching

All pupils are entitled to high quality teaching. This is also described as universal provision. Teachers are aware of the individual strategies for each pupil and adjust their teaching to suit differences in learning. Some pupils may, at times, be taught in small groups or in a one-to-one situation to support their learning. All teachers make creative adaptations to classroom practice enabling children with SEN to learn inclusively and meaningfully, alongside their peers.

#### Wave 2 - Targeted Provision

Some pupils receive additional SEND provision from well- trained staff: this is a specific, time limited, evidence-based intervention for pupils who are not making good progress.

There are a very small number of pupils who will continue to need support on a long-term basis and have persistent needs. These pupils may face challenges to reach expected standards in literacy though they can excel in other areas. The decision is based on how well the learner is doing and how far behind they are compared to their age group. Wave 2 interventions last a specified number of weeks, and by the end of the intervention pupils in the group should have caught up. The pace of this type of intervention will suit some pupils who need a quick boost. The pupil who has greater difficulties in literacy and who is unlikely to catch up with their age group through a targeted intervention will be provided with a more personalised intervention.

#### Wave 3 - Specialist Provision

The needs of the pupil may be so individual that they require the skills of a specialist teacher or group of professionals to be involved. The majority of these pupils' time is spent in the mainstream classroom but their 'additional and different' provision is highly personalised and closely monitored. The class/subject teachers are clear how to encourage independence and boost these pupils' self-esteem. This provision may come from within the school or from outside the school (i.e. a collaboration with other schools or the LA Local Offer).

Some of the features of specialist provision are:

- Taught by a teacher/teaching assistant in a 1:1 situation.
- Based on the needs of the child.
- Highly structured so that the steps in learning are small and achievable.
- Time-limited.
- Designed to boost progress and help the child close the gap between themselves and their year group.

3.2.3 Learners receive a differentiated curriculum (Wave 1) and those who fail to make the expected progress are

initially identified by class teachers. The school has a graduated approach to supporting learners with SEND. Classroom teachers are expected to adopt a 'Quality First Teaching' (Wave 1) approach in order to meet the needs of the learners. **Reasonable adjustments** to their practices are expected with them being encouraged to adopt a variety of strategies and approaches in order to engage the learner. Where concerns persist then a learner may be put forward for wave two interventions to help support their progress and attainment.

(NOTE: Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to: the needs of the disabled learner; the effectiveness of the adjustment; the cost of the adjustment and the likely impact of the adjustment upon the learner and other learners.)

- 3.2.4 If parents have concerns relating to their child's learning these should initially be discussed with the child's form tutor. This may result in a referral to the SENCo.
- 3.2.5 The school will involve parents/carers and the young person in question as soon as we feel a learner may have a barrier to learning.
- 3.2.6 In school we use a range of assessment data e.g., relevant family/medical history, Foundation Stage Profiles, P Scales, Teacher Assessments, Screening Tests (LUCID), Midyis/Yellis tests, SATs results, RAISE online, Learning Coach observations and assessments, reading/spelling phonological awareness tests, ARTi; etc. (This list is not exhaustive). A range of diagnostic tests are used as appropriate.
- 3.2.7 Learners who fail to make expected progress on the basis of accumulated evidence are placed on the SEND Register. Parents are informed and invited to contribute their thoughts on this decision. This is only after school staff are confident that there is an underlying difficulty that remains despite quality first teaching (Wave 1) and some wave 2 interventions being put in place. For a pupil to be placed on the SEND Register, their support should be additional to, or otherwise different from, the provision that is generally provided to their peers, in order to ensure progression.
- 3.2.8 All provisions and interventions are reviewed on a regular basis, individual to each process. Quantitative and qualitative data will be used to measure effectiveness.

### 3.3 Recording of SEND

- 3.3.1 When a learner is identified as needing SEN Support, they will be added to the schools SEND Register. (Code K). A learner with an EHCP (Code E) is also recorded on the SEND register.
- 3.3.2 Each learner on the SEND register will be allocated a **Key Worker**. The Key Worker, in collaboration with the learner and parents or carers, will produce the following documentation.
  - **One Page Pupil Passport** – an overview document, with information about the pupil and how to support in class.

- **Learning Plan** (linking to Surrey SEND Support Arrangement) – a detailed document, giving information about the learners strengths and SEN requirements, linked to the four broad areas of need. Outcomes will be discussed and targets set to achieve these outcomes.
- **Provision Map** – As part of the Learning Plan, a Costed Provision Map, detailing all provisions/interventions the pupil has accessed is collated.

### 3.4 Review Meetings

- 3.4.1 Parent Consultation meetings are held annually for all learners where general progress is discussed. Parents/carers and learners are invited to attend so that teachers are able to share feedback with them and address any concerns that may exist.
- 3.4.2 Representatives from external support agencies may also be invited, if appropriate. If a decision is made at the meeting to draw up a new SEND Support Arrangement the SENCo will file a copy centrally and send a copy to parents/carers and any external agency that is involved.
- 3.4.3 For learners with a Statement of Special Educational Need or an EHCP, reviews may be more frequent depending upon need. An Annual Review is also held to review progress towards objectives/outcomes outlined in the EHCP to ensure that the needs identified and level of support are still correct. A copy of the review report is sent to all invitees, including parents/carers, and the Local Authority SEN Team.

## 4. Specialist SEND Provision

### 4.1 Whole School Policy

- To provide, for learners with special educational needs, access to a broad and balanced curriculum that is differentiated to meet individual needs. Quality First Teaching, which is differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND.
- To provide additional intervention and support for learners with special educational needs: SEND should not be regarded as sufficient explanation for low achievement, nor should there be an assumption that all children will progress at the same rate or that all children falling behind their peers have SEND.
- To provide teaching of basic skills for learners with significant learning difficulties with aspects of literacy and numeracy to ensure a greater degree of learning independence.
- Children and young people with SEN have different needs, but the general presumption is that all children with SEN but without an Education, Health and Care Plan (EHCP) are welcome to apply for a place at our school, in line with the school admissions policy. If a place is available, we will undertake to use our best endeavours, in partnership with parents, to make the provision required to meet the SEN of pupils at this school.
- For children with an EHCP, parents have the right to request a particular school and the local authority must comply with that preference and name the school or college in the EHC plan unless:
  - it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
  - the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.
- Before making the decision to name our school in a child's EHCP, the local authority will send the governing body a copy of the EHCP and then consider their comments very carefully before a final decision on placement is made. In addition, the local authority must also seek the agreement of school where the draft EHCP sets out any provision to be delivered on their premises that have been secured through a direct payment (personal budget).
- Parents of a child with an EHCP also have the right to seek a place at a special school if they consider that their child's needs can be better met in specialist provision.

### 4.2 Differentiation

- Teachers plan using pupils' achievement levels, differentiating tasks to ensure progress for every pupil in the classroom.
- Teachers are responsible and accountable for the progress and development of the pupils in their class, even where pupils access support from teaching assistants or specialist staff.
- Quality First Teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching.

- Teachers should set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment. Teachers should use appropriate assessment to set targets which are deliberately ambitious.
- Lessons are planned to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving. In many cases, such planning will mean that these pupils will be able to study the full national curriculum.
- Potential areas of difficulty should be identified and addressed at the outset of work.
- SEND strategies and overviews are available on the shared area for all staff to access.

### 4.3 Learning Coach Support (Teaching Assistants)

4.3.1 In addition to quality first teaching and a differentiated approach, learners' with SEND may also require extra attention and support for their learning needs. The main focus of this learning support from Learning Coaches will be in the mainstream classroom where these learners will be taught alongside their peers. The general objectives of in-class support:

- Learning Coaches are actively involved in lessons and proactively provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Adjusts activities according to pupil responses, to ensure differentiation and/or challenge.
- Monitors pupil's responses to learning activities and provides feedback to the teacher.
- Provides feedback to pupils in relation to progress and achievements, under the guidance of the teacher.
- Show knowledge of subject and criteria through using questioning/learning tasks to check understanding of tasks and to facilitate progress.
- Promote a positive climate for learning and models good behaviour. Challenges behaviour and implements school ethos.
- Establishes constructive relationships with pupils and interacts with them according to their individual needs.
- Demonstrates a good knowledge of SEND barriers in lesson and targets support appropriately to meet individual needs.
- Encourages pupils to work independently with others and engage in learning.
- Extends learning through differentiated tasks, plenaries and progress is checked before moving onto next task.

4.3.2 It will be the responsibility of the SENCo to establish a framework of learning support across the curriculum. The allocation of Learning Coaches to classes will depend both on **pupil priorities**- to meet the requirements of learners with statements and EHC plans and to meet the needs of other learners on the School's SEND Register; and **subject priorities**- where priority will be given to the core subjects of English, Maths and Science and then to areas where learners will require most help with reading, writing and conceptual understanding.

4.3.3 Senior Learning Coaches (with the support of the SENCo) will co-ordinate the timetables and deployment of other Learning Coaches. Senior Learning Coaches will co-ordinate interventions and ensure a graduated

approach is in place and relevant documentation is complete. Senior Learning Coaches will liaise closely with departments creating secure links between the SEND department and subject areas.

- 4.3.4 There will be circumstances when individuals or small groups of learners may need to be withdrawn from their mainstream lesson to work with specialist staff to ensure better than expected progress is made - the class teacher will remain responsible for learners within the group.

#### 4.4 Enhanced Learning Team Provision

- 4.4.1 A provision map will be used to set out the support your child is receiving and evaluate the success of any interventions.

- 4.4.1 There will be times when individual learners may have some specific learning, physical, emotional, social or behavioural issue which prevents them, temporarily, from fully partaking in mainstream lessons. In these circumstances their lessons can be delivered to them or they can access the work from the lesson in the ELT Study Room until, after successful recuperation and/or mentoring, the student can re-join their peers in lesson.

- 4.4.2 Sometimes, some students require additional support to make progress across the curriculum, because they are significantly below the expectations for their age. Then, the SENCo and Deputy SENCo is responsible for organising intervention for an individual or small group of students, which might include one of these provisions, for example:

- Additional adult support in the classroom.
- Timetabled interventions - Support is provided through timetables classes and withdrawal from other lessons to complete a structure programme of intervention.
- One to one sessions– when students comes out of some lessons for pre-arranged sessions with Learning Coaches on, for example, handwriting, reading, numeracy, study skills, organisation skills, social skills, etc.

- 4.4.3 When learners have had prolonged periods of absence for emotional or medical reasons, there may be a need to reintegrate them gradually into mainstream. This graduated reintegration will be managed and monitored by the Inclusion Manager.

#### 4.5 Joining or Transferring to a New School

A number of strategies are in place to enable effective pupils' transition. These will be individual to the young person and will be discussed with parents.

These include:

- If pupils are transferring from another setting, the previous school will send through preliminary information. It may be the case that the SENCo, a Senior Learning Coach, or the Head of Year, will visit the previous school

to gather information. The school records will be requested immediately (after admission) and if necessary, a meeting set up with parents to identify and reduce any concerns.

- The annual review in Y5 for pupils with an EHCP begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents are encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.
- The records of pupils who leave the school mid-phase will be transferred when the school receive notification that the child has been enrolled at another school.
- There is a duty on schools to secure independent careers guidance for all Y8-13 pupils. This guidance includes information on the range of education or training options, including apprenticeships and other vocational pathways.
- Parents may like to use the website of the National Careers Service that offers information and professional advice about education, training and work to people of all ages. <https://nationalcareersservice.direct.gov.uk> or examine options identified in the local offer published by the local authority which sets out details of SEN provision - including the full range of post-16 options – and support available to children and young people with SEN and disabilities to help them prepare for adulthood, including getting a job.
- Where a student has an EHCP, all reviews of that Plan from Year 9 at the latest, and onwards, will include a focus on preparing for adulthood, including employment, independent living and participation in society.

#### 4.6 Complaints

The school works, wherever possible, in partnership with parents to ensure a collaborative approach to meeting learners' needs. All complaints are taken seriously and are heard through the school's complaints policy and procedure.

Please contact the SENCo, Director of Inclusion, Headmaster or the Governor with responsibility for SEN, should you wish to make a formal complaint.

SENCo: [victoriacribb@gatton-park.org.uk](mailto:victoriacribb@gatton-park.org.uk)

Director of Inclusion: [eileengreer@gatton-park.org.uk](mailto:eileengreer@gatton-park.org.uk)

Headmaster: [headmaster@gatton-park.org.uk](mailto:headmaster@gatton-park.org.uk)

SEN Governor: [nishmaacharya@gatton-park.org.uk](mailto:nishmaacharya@gatton-park.org.uk)



## 5. SEND Categories

### 5.1 Objective

- To provide a robust and graduated response to SEND. Once a potential special educational need is identified, the school will take a graduated approach to ensure effective support is in place.
- These actions form part of a cycle through which earlier decisions and actions are revisited, refined and revised with the growing understanding of the learners' needs and of what supports the learner in making good progress and securing better than expected outcomes.
- Learners who are identified as having SEND are monitored via the SEN Register. Intervention and provision is recorded on the provision map and is reviewed termly. SEND information is maintained by the SEND admin team and is kept up to date.

### 5.2 Categories of SEND – Broad Areas of Need

The kinds of special educational needs for which provision is made at the school, can be classified as per the broad areas of need.

**Cognition and Learning** when children learn at a slower pace than their peers, even with appropriate differentiation and quality first teaching. They include:

- MLD (Moderate Learning Difficulties).
- SLD (Severe Learning Difficulties - where learners are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication.).
- PMLD (Profound and Multiple Learning Difficulties – where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.).
- SpLD (Specific learning Difficulties affecting one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.).

**Communication and Interaction:** including:

- SLCN (Speech, Language and Communication Needs).
- ASC (Autistic Spectrum Condition).

**Social Emotional and Mental Health Difficulties (SEMH):** including:

- Wide range of difficulties that manifest themselves in many ways e.g. becoming isolated, withdrawn, displaying challenging, disruptive behaviour. They may reflect underlying mental health conditions such as anxiety, depression, self-harming, substance misuse, eating disorders or other physical symptoms that are medically unexplained.
- ADHD (Attention Deficit Hyperactive Disorder).
- Attachment Disorder.

**Sensory / or Physical Needs:** including:

- Vision Impairment.
- Hearing Impairment.
- Physical Disability.

## 6. Working with Outside Agencies

- 6.1 The school will seek advice and help from agencies, and work in partnership with them to meet the special needs of learners.
- 6.2 The School will involve a specialist where a learner continues to make little or no progress over a sustained period or where they continue to work at levels substantially below those expected of children of a similar age despite well-founded SEND support.
- 6.3 The school will contact the pupil's parents to inform about the decision to involve specialists.  
For the specialist to begin working with the pupil, permission must be given by the parents.
- 6.4 The involvement of specialists and what was discussed or agreed should be recorded and shared with the parent and teaching staff supporting the child in the same way as other SEND support.
- 6.5 The SENCo and class teacher, together with the specialists, will consider a range of well-founded and effective teaching approaches, appropriate equipment, strategies and interventions in order to support the child's progress.
- 6.6 Agencies include:
- The Educational Psychology Service
  - Physical and Sensory Support (hearing/vision impaired learners)
  - Behaviour Support Service
  - Learning and Language Support
  - Autistic Spectrum Disorder Outreach Team
  - Speech and Language Therapy Team
  - The School Health Centre
  - Education Welfare Service
  - Pupil Referral Units
  - Children's Social Care
  - Children and Adolescent Mental Health Service (CAMHS)
  - Parent Partnership
  - Virtual Schools to determine the arrangements for supporting children who are Children in Care with the local authority and have SEND.

### 6.7 General Procedures

In all cases involving the above support services, the SENCo will aim to observe the following procedures:

- Decisions will be reached by the SENCo in collaboration with the Heads of Year, Heads of Key Stage and Heads of House.
- Parental permission will be sought and a formal request for specialist support will be made.

- Arrangements will be made to collect relevant information about the nature and extent of the learner's problems and pass it on to the agency.
- Arrangements will be made for external specialists to observe/assess/meet with learners, parents and teachers.
- Learning plans and provision will be adapted to take into account the specialist advice and support offered (see 3.3.2).

## 7. Working in Partnership with Parents

7.1 The school works in partnership with parents of learners in accordance with guidance in the 2014 SEN Code of Practice: 0 to 25 Years.

7.2 If the class teacher has an initial concern about a learner's progress they will discuss this with Heads of Year and the ELT. Following this parents will be invited in to discuss this with a member of staff at the earliest opportunity and be told of strategies in place to help their child.

7.3 If a decision is being considered to move a learner on to the SEN Register then parents will be asked for their views prior to any decision being made. Parents will be fully informed of any additional programme in place for their child.

7.4 Parents'/carers' views will be sought when a learner's Learning Plan is drawn up and suggestions as to how these outcomes can be supported at home will be given.

7.5 Parents are invited to each review and their comments are taken into consideration when deciding upon future action.

7.6 Learner's views will be sought and taken into account during the review process and at other key times throughout the year.

## 8. Local Offer

Surrey's Local Offer can be found at [www.surreylocaloffer.org.uk](http://www.surreylocaloffer.org.uk)