




Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

SEND Policy

Signed by the Chair	
First Date Approved by Local Governing Committee	November 2024
Statutory Policy	Yes
Required on Website	Yes
Review Period	Annual
Reviewed by	Local Governing Committee
Review Date	November 2025
Next Review Date	November 2026

Special Educational Needs

I. Mission Statement

At St Leonard's Catholic School, we support and value the abilities of all our pupils. It is our duty to provide equal opportunities for every person in our care and a safe and fully equipped learning environment which caters to the needs of every child as an individual. We are committed to inclusion within the school curriculum and participation in all aspects of school life. We pay close regard to the three key principals of inclusive education:

- Setting suitable learning challenges.
- Responding to pupil's diverse learning needs.
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

St Leonard's Catholic School adopts a 'whole school approach' to special educational needs. All staff work to ensure inclusion of all pupils. The school is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

We recognise that many pupils will have special needs at some time during their school life. By implementing this policy, we believe that pupils will be helped to overcome these difficulties. Whilst many factors create such difficulties, we believe that parents, teachers and relevant outside agencies should work together to afford pupils the best opportunity.

2. Definition of Special Educational Needs

In this policy, 'special educational needs' refers to a learning difficulty or disability which calls for special educational provision to be made.

The SEND Code of Practice (2015) says a child of compulsory school age or young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age
- or
- has a disability which prevents or hinders him or her 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 child or young person 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. (Section 20, Children and Families Act 2014)

Definition of special educational provision

Special educational provision means:

- for children aged two years or more or a young person, educational or training provision which is additional to, or different from, that made generally for other children or young people of the same age in mainstream schools and maintained settings. (See Section 21, Children and Families Act 2014)

Special educational provision is provision designed to help children and young people with SEND or disabilities to access the National Curriculum at school or to study at college.

Definition of Disability

Under the Equality Act 2010, a disability is:

“ ... a physical or mental impairment which has a long – term and substantial adverse effect on the ability to carry out normal day-to-day activities.”

Many children and young people who have SEND may have a disability under this definition. This definition includes Sensory impairments and long-term health conditions. Children and young people with such conditions do not necessarily have SEND, but there is a significant overlap between disabled children and those with SEND. Where a disabled child or young person requires special educational provision, they will also be covered by the SEND definition.

(Paragraph xviii, SEND Code of Practice 2015)

3. Areas of Need

The SEND Code of Practice identifies four distinct areas of special educational needs:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

Communication and Interaction

Children and young people with speech, language and communication needs have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. They may have difficulty with one, some or all of the different aspects of speech, language or social communication. Children and young people with Autistic Spectrum Disorder are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

Cognition and Learning

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties, severe learning difficulties, where children are likely

to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to 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. Specific learning difficulties affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

Social, Emotional and Mental Health Difficulties

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

Sensory and/or Physical Needs

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. Many children and young people with vision impairment, hearing impairment or a multi-sensory impairment will require specialist support and/or equipment to access their learning, or habilitation support.

Some children and young people with a physical disability require additional ongoing support and equipment to access all the opportunities available to their peers.

St Leonard's Catholic School will have due regard for the SEND Code of Practice when carrying out its duties towards pupils with special educational needs and will ensure that parents are notified when SEND provision is being made for their child.

4. The SEND Aims and Objectives of St Leonard's Catholic School

Aims

The Governing Body at St Leonard's Catholic School values the abilities and achievements of all its pupils and is committed to providing the best possible learning environment for each pupil. The school aims to:

- ensure that all pupils have access to a broad and balanced curriculum, appropriate to the individual's needs and ability.
- provide a differentiated curriculum appropriate to an individual's needs and ability.
- ensure that all pupils with SEND have their needs identified in order to support academic progression and continued good physical and mental health and wellbeing.
- ensure that every child is protected from harm and neglect and that every effort is made to enable them to learn and grow independently.

- ensure that all pupils with SEND are able to fully access the curriculum by providing extra support or additional resources where appropriate and by removing their barriers to learning.
- ensure that parents and carers of SEND pupils are kept fully informed of their child's progress, attainment and well-being.
- ensure that pupils with SEND are involved in decisions affecting their futures

Objectives

- Rapid identification of all pupils requiring SEND provision as early as possible in their school career. This is most effectively done by gathering information from parents/carers, the LA, primary schools, health and care services and other agencies working with pupils prior to the child's entry into St Leonard's Catholic School.
- Monitor the progress of all pupils in order to aid the identification of pupils with SEND. Continuous monitoring of those pupils with SEND by their teachers will help to ensure that they are able to reach their full potential.
- Make appropriate provision to overcome all barriers to learning and ensure pupils with SEND have full access to the National Curriculum. Provision will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.
- Keep parents of pupils with SEND fully informed of their child's progress and attainment. The school will work with parents to gain a better understanding of their child, and involve them in all stages of their child's education. This includes supporting them in terms of understanding SEND procedures and practices, providing regular reports on their child's progress, and providing information on the provisions for pupils within the school as a whole.
- Work with and in support of outside agencies when the pupils' needs cannot be met by the school alone.
- Create a school environment where pupils feel safe to voice their opinions of their own needs. This means providing opportunities for pupils with SEND to be involved, wherever practical, in decisions affecting their SEND provision. This will be reflected in decision-making but also encouraged through wider opportunities for pupils with SEND to take as full a part as possible in all school activities and in school life in general.

5. Responsibility for the Coordination of SEND Provision

The SEND Department

The person responsible for co-ordinating the day-to-day provision of education for pupils with SEND at St Leonard's Catholic School is the SENDCo, Mrs Tracey.

The person responsible for overseeing the provision for children with SEND within the Trust as a whole is the Director of SEND and Inclusion, Mrs Riley.

In order to ensure that SEND provision is considered in the strategic management of the school, the Director of SEND and Inclusion is directly responsible to the Deputy Head Teacher, Mrs Curry.

Current staffing of the SEND department is as follows:

- Learning Support Assistants: Mrs Shaw, Mrs McGeorge, Mrs Lawson and Miss Vickers.

The Learning Support Team will support in the day to day running of provision and interventions.

Other staff accessible by SEND pupils in school include:

- Educational Welfare Officer
- Specialist staff from the Hearing and Visual Impairment Team

The SENDCo holds regular meetings with the SEND Department to discuss issues relating to SEND pupils and to monitor provision.

6. Arrangements for Coordinating Provision of Education to SEND Pupils

The Role of The Special Educational Needs Coordinator (SENDCo)

At St Leonard's Catholic School the key responsibilities of the SENDCo are:

- over-seeing the day to day operation of the school's SEND policy and coordination of the provision made for individual pupils with SEND, ensuring that available resources are used to maximum effect.
- over-seeing records of pupils with SEND: The SENDCo, Mrs Tracey, holds details of any pupil who requires additional support on the SEND Register and is responsible for ensuring that the name of any pupil identified as being a concern is added to the register and is followed through in terms of Code of Practice procedures.
- developing suitable targets and interventions for pupils with SEND.

monitoring the progress of pupils on the SEND Register in conjunction with pastoral and curriculum leaders.
- liaising with and providing professional guidance/advice to fellow teachers with the aim of securing high quality teaching for pupils with SEND
- managing the SEND team of teachers and learning support assistants
- liaising with the parents of pupils with special educational needs
- contributing to the in-service training of staff
- liaising with external agencies including the LA's support services and Educational Psychology service, Careers Advisors, Health and Social Services and voluntary bodies.

The Role of the Governing Body

The Governing Body:

- ensures that a responsible person is appointed to discharge duties of SENDCo in relation to SEND pupils.

- determines the role of the SENDCo in relation to the leadership and management of the school.
- determines the key responsibilities of the SENDCo and monitors the effectiveness of the SENDCo in undertaking those responsibilities.
- ensures that provision for SEND pupils is made and that it is of a high standard.
- ensures that SEND pupils have the opportunity to be fully involved in school activities.
- has due regard to the Code of Practice when carrying out responsibilities regarding SEND pupils.
- has full involvement in the development and review of the SEND policy.
- reports to parents on the school's SEND policy.
- appoints a link Governor for SEND who meets with the Deputy Head on a half-termly basis to monitor and review the work of the SEND team and SEND provision across the school; this link Governor reports back to the Governing body on a termly basis.

The Role of the Headteacher

The Headteacher's responsibilities include:

- the day to day management of all aspects of the work of the school, including the provision of SEND.
- informing the Governing Body of SEND within the school
- working closely with the SENDCo and SEND Department
- requiring the SENDCo to inform parents that SEND provision has been made for their child.
- ensuring that the school has clear and flexible strategies for working with parents, which encourage parental involvement in their child's education.

The Role of the Subject Teacher

The subject teacher's responsibilities include:

- providing quality first teaching to all pupils and differentiated work for SEND pupils
- being aware of the school's policy and procedures for the identification and assessment of SEND pupils and subsequent provision made for them.
- working with the SENDCo to collect all available information on SEND pupils
- collaborating with the SENDCo/Learning Support Team to decide what action is required to assist SEND pupils to progress
- working with SEND pupils on a daily basis in a way which fulfils individual education plans and individual targets
- developing constructive relationships with parents.

- reporting on SEND pupil progress in line with the school's reporting procedure and providing information for review meetings.

All staff can access:

- The St Leonard's Catholic School SEND Policy.
- A copy of the full SEND Register
- Guidance on identification in the Code of Practice (SEND Support, EHC plans)
- Information on individual pupils' special educational needs and requirements, including strategies to implement.
- Practical advice, teaching strategies, and information about types of special educational needs and disabilities

St Leonard's Catholic School welcomes suggestions from parents/carers and outside agencies which may help improve the provision for students with SEND and disabilities.

Information and Advice about pupils with SEND

- The SENDCo will provide a Register of SEND pupils, which will be updated termly or as and when new/amended information is received. All teaching and support staff have access to this register.
- For pupils with an EHC plan or Statement of SEND, pupil profiles are available.
- Subject Teachers are required to note any SEND pupils in their classes and should also note any special arrangements and be aware of individual pupils' special educational needs and requirements, including strategies to implement. Subject teachers are also required to have knowledge of the profiles of any pupils they teach with an EHC plan or Statement.
- On-going information and advice regarding individual pupils or more general SEND issues is available in the first instance from the SENDCo, Mrs Tracey then from the Learning Support Assistants.
- The SEND department can also advise on lesson planning and preparation and strategies to aid the progression of SEND pupils.

7. Admission Arrangements

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEND; those with EHC plans and those without. Admission arrangements are outlined in the St Leonard's Catholic School Admission Policy.

The school admits students according to the published admissions criteria. The Governing Body believes that the admission criteria should not discriminate against students with SEND. Applications procedures and timetables will follow the locally agreed coordinated scheme with Durham Local Authority.

All SEND paperwork should be passed to the SENDCo by a pupil's previous school or setting as soon as possible. If the child is making a transition from another school, a meeting may be set up between the feeder school and the SENDCo and/or the Deputy Head in order to aid the smooth transition of the pupil, and discuss arrangements to be made as well as any other important information relating to that child's needs.

The SENDCo will also endeavour to attend the Annual review of EHC plan pupils in Year 6 before entry to St Leonard's Catholic School. Where face to face meetings are not possible, contact will be made via telephone and/or e-mail to ensure that there is a good understanding of what type of provision is required.

The school will do its best to ensure that the necessary provisions and preparations are made prior (where possible) to the start of the child's school year. The child will be closely monitored from the start of the new school year to ensure that all the appropriate provisions are in place.

8. Facilities for Pupils with SEND

At St Leonard's Catholic School:

- there are parking bays for disabled people in the school car park
- the pupil entrance is accessed via a flat concrete surface to enable easy access.
- specialist equipment is accessed through the relevant agency e.g. the Visual Impairment Team for pupils with a visual impairment or The Hearing Impaired Team for pupils with an auditory impairment. The services of Occupational Therapy for those pupils with a physical impairment may also be secured following a referral via the G.P.
- exam concession testing (if appropriate)

Local Offer

Other services are available in Durham LA's "Local Offer"

The Governing Body will cooperate with the local authority and local partners in the development and review of the local offer. Durham LA's "Local Offer" is available on the school's website as is St Leonard's Catholic School's SEND Information Report.

9. Allocation of Resources for Pupils with SEND

Resources

The Governing Body approves the school's budget and gives consideration to the resources allocated to meeting special educational needs. The Headteacher manages the allocated funds and ensures that the best use is made of these resources.

Funding allows for

- appropriate pupil groupings to optimise the use of staff time (teaching and non-teaching) and equipment.

- smaller teaching groups
- small intervention groups
- the acquisition of specialist teaching resources and equipment
- learning, emotional, behaviour and psychological support through Mentors and the School Counsellor.
- the engagement of outside agencies/services when necessary
- the provision of a learning support team

10. Identification of Pupils' Needs

St Leonard's Catholic School adopts a whole school approach to SEND policy and practice. Pupils who have been identified as having SEND are fully integrated into mainstream classes in which they have access to the National Curriculum and equal entitlement to all aspects of school life.

All staff are responsible for identifying pupils with SEND and in collaboration with the SENDCo will ensure that those pupils requiring different or additional support are identified at an early stage. Assessment is seen as the process by which pupils with SEND can be identified. Whether or not a pupil is making progress is seen as a crucial factor in considering the need for SEND provision.

In the majority of cases the initial identification of a student's special education need is communicated to the school from the feeder primary school. However, school is aware that such needs change over time and that additional needs may be identified within the context of a secondary school which did not present themselves in the much smaller environment of primary school. The SEND Department works closely with staff across the school and any concerns regarding students with special educational needs is made directly to the SENDCo.

The SENDCo collates all available information and disseminates it to staff via the SEND register and INSET days in September.

Early Identification

Early identification of pupils with SEND is crucial. To aid identification, the school uses appropriate screening and assessment tools. To further assist with the identification of SEND needs, the school will ascertain pupil progress with reference to the following:

- Liaison with KS2 teachers/primary schools: identification of new pupils transferring from primary school is through routine data collection and information from feeder school SENDCo's, class teachers, external agencies (if appropriate) and parents / carers prior to transfer.
- Baseline Data: KS2 Data is used by the SLT (curriculum manager) to allocate pupils to class groups. Input is given by the SEND Department with regard to individual needs and appropriate placement.
- Evidence resulting from teacher observation/assessment: an initial assessment will be made by the SENDCo/ SEND department which may lead to further specialist testing before a decision regarding additional support is made and the addition of the pupil to the school's SEND register. Parents will be fully informed of any decisions made.

- Performance against national standardised assessments
- Parental query/concern
- On-going monitoring
- Teacher referral

Reviewing progress of SEND children

The accuracy of the SEND register is of paramount importance.

All staff are made aware of SEND needs at the start of the academic year and shown how to access the SEND Register and Individual Education Plans.

A system of SEND referral is established with staff so that they can make any referrals to the SENDCo should they think a SEND need has not been identified.

Likewise, parents can make referrals to the SENDCo using the 'sen' email (send@stl.bwcet.com) or the Microsoft parental SEND concern form should they have any concerns about their own child.

SENDCo will review the progress of the entire SEND cohort of each year group on a termly basis. This review will look at current provision for each 'wave' on the SEND register and review the progress of each pupil. The review will look at attendance data, progress data, feedback from teachers and feedback from home. The review will involve other pastoral staff, and staff in the SEND department. The SENDCo will feedback to the DHT on the review of the SEND register.

This review will include consideration of whether additional communication in the form of a series of scheduled welfare call or meetings with the parents or carers of each pupil should be put in place. Where attendance, progress and well-being are good, the normal cycle of school reports, assessment data, Arbor information and SEND reviews will continue. Where the SENDCo recommends additional scheduled communication would be beneficial, the guideline frequencies are: once per term; once per half term; once per fortnight. These frequencies are a guideline only and the SENDCo may recommend a different communication frequency.

In addition, if a particular need is emerging or not being met the SENDCo will arrange for contact with home to be made to discuss concerns and look at ways to progress.

English as an Additional Language (EAL)

The school recognises that most EAL students needing additional support do not have SEND requirements. However, should SEND be identified during assessment, then EAL students will have equal access to the school's SEND provision.

Looked After Children

The school recognises that most students in the care of the Local Authority needing additional support do not have SEND requirements. However, should SEND be identified during assessment, then Looked After Children will have equal access to the school's SEND provision.

Assessment

The progress of all pupils is closely monitored through three regular assessments in all subject areas as well as on-going observations in the classroom, feedback from teaching staff and through the marking of classwork and homework.

SEND Support

The SEND Code of Practice 2014 advocates the use of four types of action to provide a graduated response to meeting the needs of SEND pupils and ensuring effective support is put in place. These actions form part of a termly cycle through which earlier decisions and actions are revisited, refined and revised with the growing understanding of the pupil's needs and of what supports the pupil in making good progress.

The four actions are:

1. **Assess:** the class teacher and SENDCo will clearly analyse a pupil's needs before identifying a pupil as needing SEND support.
2. **Plan:** parents / carers will be notified wherever it is decided that a pupil is to be provided with SEND support.
3. **Do:** the subject teacher will remain responsible for working with the pupil. Where the interventions involve group or 1:1 teaching away from the main subject teacher, he/she should still retain responsibility for the pupil.
4. **Review:** The impact of the plan is evaluated using robust evidence and the next steps are put in place.

Assess

Before identifying a pupil as needing SEND support the class teacher, working with the SENDCo, will establish a clear analysis of the student's needs. This will draw on the teacher's assessment and experience of the pupil, as well as information recorded on the school system about pupil progress, attainment, and behaviour. It should also draw on other subject teachers' assessments where relevant, the pupil's development in comparison to their peers, the views and experience of parents/carers, the pupil's own views and, if relevant, advice from external support services.

Schools should take seriously any concerns raised by a parent/carer. These should be recorded and compared to the school's own assessment and information on how a student is developing.

This assessment will be reviewed on at least a termly basis. This will help to ensure that support is matched to need, barriers to learning are identified and overcome, and that a clear picture of the interventions put in place and their effect is developed.

In some cases, outside professionals from health or social services may already be involved with the child. These professionals should liaise with the school to help inform the assessments. Where these professionals are not already working with school staff, the SENDCo will contact them if the parents/carers agree.

Plan

Where it is decided to provide a pupil with SEND Support, the parents/carers must be notified.

The teacher and the SENDCo should agree in consultation with the parent and the pupil any adjustments, interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review.

All teachers and support staff who work with the pupil should be made aware of their needs, the support provided, any teaching strategies or approaches that are required and the outcomes sought. This should also be recorded on the school's information system.

The support and intervention provided should be selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness and be provided by staff with sufficient skills and knowledge.

Do

Subject teachers will remain responsible for working with the pupil on a daily basis. Where the interventions involve group or one-to-one teaching away from the subject teacher, the teacher will still retain responsibility for the pupil, working closely with any learning support assistants or specialist staff involved, to plan and assess the impact of interventions. The SENDCo will support the subject teacher in the further assessment of the pupil's particular strengths and weaknesses, in problem solving and advising on the effective implementation of the support.

Review

The effectiveness of the support and the impact on the pupil's progress will be reviewed in line with the agreed date.

The impact of the support provided, along with the views of the student and their Parents/carers should feed back into the analysis of the pupil's needs. Subject teachers, working with the SENDCo, will revise the support in light of the pupil's progress and development, deciding on any changes to support and revised outcomes in consultation with the parent and student.

Involving Specialists

Where a pupil continues to make less than expected progress, despite support and interventions matched to the pupil's area of need, the school will consider involving specialists, including those secured by the school itself or from outside agencies.

The school may involve specialists at any point to advise them on early identification of SEND and effective support and interventions. The school should always involve a specialist where a pupil 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 evidence-based SEND support. The pupil's parents/carers should always be involved in any decision to involve specialists.

The involvement of specialists and what was discussed or agreed should be recorded and shared with the parent/carer and teaching staff supporting the pupil in the same way as other SEND support.

The SENDCo and subject teachers, together with the specialists, will consider a range of effective teaching approaches, appropriate equipment, strategies and interventions in order to support the pupil's progress. They will agree the outcomes to be achieved through the support, including a date by which progress will be reviewed.

Referrals can be made to these agencies as and when the need arises:

- Educational Psychology
- Child & Adolescent Mental Health Service (CAMHS)
- Children and Young People's Services (CYPS)
- The Emotional Well-being Team (EWT)
- Speech & Language Therapy Service
- The Disabled Children Team
- Occupational Therapy
- Social Services

Requesting an Education, Health and Care needs assessment

If a pupil is experiencing significant difficulties and has not made expected progress despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of the child or young person, the school or parents may consider requesting an Education, Health and Care needs assessment from the LA.

In order to carry out the EHC Assessment the school will make the following information available to the LA:

- areas of need
- the action followed with respect to SEND support.
- the pupil's previous targets.
- records of regular reviews undertaken and the outcomes.
- information on the student's health and relevant medical history.
- KS2 N.C. levels and literacy/numeracy attainments
- current assessment information
- current levels of support
- other relevant assessments from specialists i.e. support teachers/educational psychologists.
- the views of both parents/carers and pupil.
- record of involvement by other professionals.

- record of any involvement from children's services/young people's service.

An EHC plan will normally be provided in situations where, after assessment, the LA considers that the child's needs are such that additional provision is required to that which the school is able to offer. The EHC plan will include details of targets set for the student.

Education Health and Care Plans (EHC Plans)

- Following assessment and if approved, an EHC plan is provided by the LA. If it is decided that the school cannot provide for the pupil's needs on its own, the LA may decide to place the pupil in specialist provision.
- Parents/carers have the right to appeal against a decision either for or against an EHC plan for their child.
- Once the EHC plan is completed it will be kept as part of the pupil's formal record and reviewed annually by the school, parents/ carers, any relevant professional and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

Annual EHC Plan Review

The school will review each EHC plan annually and the SENDCo will invite:

- The pupil's parent/carer.
- A representative of the LA.
- Relevant outside agencies.
- Any other person the SENDCo thinks appropriate.

The aim of the review will be to:

- Assess the pupil's progress in relation to the targets previously set.
- Review the provision made for the pupil in the context of the curriculum and levels of attainment in basic literacy/numeracy.
- Consider the appropriateness of the existing EHC plan in relation to the pupil's performance during the year and whether or not to cease, continue or amend the existing plan.
- Set new targets for the coming year.
- Determine whether the EHC plan is to be maintained.

The Year 9 and subsequent reviews will be significant in preparing for the pupil's transition to employment, further education, work-based training, higher education and adult life. These reviews will draw up/review the Transition Plan and involve Careers advice.

There will be a three-year transition period whereby current Educational Statements will transfer to Education, Health Care Plans.

St Leonard's Catholic School SEDD Register

The SEND register records the names of students with SEND and indicates the level of response to their needs. The levels are as follows: SEND Support and EHC plans.

The SENDCo will:

- check and up-date the register at the start of each school year for Years 8 – 13.
- add information regarding in-coming Year 7 pupils. (Information on Year 7 pupils will be available during the first week of the Autumn term)
- up-date the register periodically throughout the year and /or when new information is received.
- ensure that the register is available for all teaching and support staff to view in the SEND folder on the school's IT network.

Monitoring of pupils with SEND

The aim of monitoring procedures is to provide evidence of the effectiveness of provision for SEND pupils across the curriculum. The SEND Department will monitor SEND pupil progress and provision by:

- examining Modular Test data
- discussions with subject teachers, Heads of Departments and Heads of House.
- classroom observation and student tracking
- scrutiny of pupil exercise books to monitor volume and appropriate differentiation of work
- scrutiny of pupil planners
- discussions with LSAs
- all Heads of Department include provision for SEND in their routine monitoring of lesson planning and record keeping

Reviewing pupils with SEND

Reviews of pupil progress and SEND provision are held termly. In addition, progress of SEND pupils is reviewed at the end of each module by subject teachers in line with the schools Reporting and Assessment procedures. The SEND Department monitors the progress of SEND pupils by examining Modular Data and adding this data to the Provision Map.

Amendments to support plans and provision may be made after each review

Access to the Curriculum, Information and Associated Services

Pupils with SEND will be given access to the curriculum through the specialist SEND provision provided by the school as is necessary, as far as possible, in line with the wishes of their parents and the needs of the individual. Every effort will be made to educate pupils with SEND alongside their peers in a mainstream classroom setting. Where this is not possible, the SENDCo will consult with the child's parents for other flexible arrangements to be made.

The school curriculum is regularly reviewed to ensure that it is accessible to pupils of all levels and abilities, and supports the learning and progress of all pupils as individuals. This includes learning outside the classroom.

It is our aim to ensure that all resources and SEND provisions are being used effectively and efficiently within the school setting in order to support the taught curriculum and enable pupils to reach their full potential. The school does this by:

- Keeping staff fully informed of the special educational needs of any pupils in their charge including sharing progress reports, medical reports and teacher feedback
- Providing regular training and learning opportunities for staff in all departments on the subject of SEND and SEND teaching. School staff should be up to date with teaching methods which will aid the progress of all pupils including those with SEND
- Making use of all class facilities and space
- Using in-class provisions and support effectively to ensure that the curriculum is differentiated where necessary.
- Making sure that individual or group tuition is available where it is felt that pupils would benefit from this provision.
- Setting appropriate individual targets that motivate pupils to do their best, and celebrating achievements at all levels.

Range of Provision

At St Leonard's Catholic School we adopt a whole school approach to SEND policy and practice. Pupils who have been identified as having SEND are fully integrated into mainstream classes in which they have full access to the curriculum and equal entitlement to all aspects of the school life. The academic needs of pupils are met within departments, where they have access to the expertise of subject specialists and support staff if required. All students follow the same timetable pattern according to their age group, although this may be adjusted to suit particular needs.

The majority of teachers' work involves a continuous cycle of planning, teaching and assessing which takes into account the differences in pupils' abilities, aptitudes and interests. Most pupils will learn and make progress in such circumstances. However, pupils with SEND may require an increased level of provision and support.

The main methods of provision provided by St Leonard's Catholic School are:

- full time education in classes with additional help and support provided by subject teachers via a differentiated curriculum

- in class support from an LSA
- smaller teaching groups for lower ability pupils which may include those pupils identified as having SEND.
- organised catch up/study support lessons for specific subject areas, particularly in KS4 and KS5.
- specialist equipment - if appropriate, specialist equipment may be provided for the pupil, e.g. wobble cushions, pen/pencil grips, easi-grip scissors etc.
- assistive technology – pupils who are visually impaired have access to specialist equipment such as e- readers, electronic visualisers and adapted laptops to use in the classroom. Those pupils with a severe hearing impairment have H.I. equipment such as portable FM transmitters.
- handwriting intervention - intensive handwriting intervention from SEND teachers and LSAs aimed at improving the handwriting of pupils with handwriting difficulties.
- access to lunch time and after school homework clubs.

Whether or not adequate progress has been made is the crucial determining factor in the need to provide additional support.

Adequate progress is defined as that which:

- Narrows the attainment gap between the pupil and their peers
- Prevents the attainment gap increasing
- Equals or improves the pupil's previous progress rate
- Ensures full curricular access
- Shows an improvement in self-help, social or personal skills
- Shows improvements in the pupil's behaviour
- Will likely to lead to Further Education, training and or employment.

Nature of Intervention

Classroom Teaching

- the school takes care to ensure that pupils are placed in the appropriate set within their year group in order to maximise the achievement of every pupil. Pupils with SEND are therefore to be found across the full ability range of the school.
- the Teaching and Learning Policy (Differentiation), clearly emphasises the importance of differentiation and the setting of learning objectives appropriate to the needs of the most able and the least able of pupils.
- LSAs work in some classrooms to support pupil learning

Learning Support Assistants

- LSAs are, in the main, assigned to provide targeted support for EHC plan pupils at KS4 and KS3 and to work with pupils identified with SEND.
- LSAs perform a range of duties, including supporting students during lessons, working on group activities during lessons and preparing resources.
- LSAs all provide support outside of the classroom – homework club, lunchtime supervision of targeted SEND pupils (low incidence)
- subject teachers should, where possible, discuss the subject area schemes of work and lesson plans with LSAs in order to gain maximum effect from their input to lessons.
- LSAs are managed by the SENDCo and on-going training is provided by the Learning Support Department.
- Learning Support Department meetings are held regularly.

Examinations

The Learning Support Department, in consultation with the Examination Officer, will make special arrangements for SEND pupils in Year 10 and 11 sitting public examinations or completing controlled coursework. This may entail the provision of a scribe, a reader, additional time or a modified examination paper, in line with the regulations of the relevant Examination Board. Parents are made fully aware of any arrangements set in place.

Inclusion of Pupils with SEND

The school curriculum is regularly reviewed to ensure that it promotes the inclusion of all pupils. This includes learning outside the classroom.

We aim to optimise opportunities for participation and achievement across all areas of school activity (social, curricular, physical) by:

- providing a balanced curriculum for all pupils both in and outside of the classroom, extending to extracurricular activities and school day trips and residential visits.
- practicing teaching methods that suit the needs of individual pupils.
- promoting an inclusive ethos throughout our school and encouraging social responsibility and understanding amongst all our pupils.

Evaluating the Success of Provision

The Governors ensure that SEND provision is an integral part of the school development plan and will evaluate the effectiveness and success of this policy.

The Governing Body must report annually about the implementation of the whole school policy for students with SEND

In order to make consistent continuous progress in relation to SEND provision the school encourages feedback from staff, parents and pupils throughout the year.

Pupil progress provides evidence of the success of the school's SEND policy and can be analysed through:

- achievement of SEND targets
- progress at KS3, KS4 and KS5
- GCSE results
- post 16 progression
- improvement in reading ages
- improvement in levels of progress in English and Maths
- movement of pupils on the SEND register.

The success of SEND provision and SEND pupil progress is also analysed across each Key Stage via the use of a provision management approach. SEND provision is mapped on the Provision Map and interventions used to support pupils are monitored, reviewed and evaluated.

The Provision Map provides information which is used to identify how effective provision/intervention is in enabling pupils to achieve academic and wider outcomes.

In Service Training (CPD)

We aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND. All staff members are encouraged to acquire skills appropriate to working with pupils with SEND. The SENDCo's role in school-based INSET is crucial in developing awareness of SEND issues and for practical procedures for use in teaching students with SEND. The needs of NQTs and LSAs will be considered on a regular basis in terms of their roles in supporting students with SEND. The SENDCo will attend relevant courses and facilitate/signpost relevant SEND-focused training opportunities for all staff.

Complaints Procedure

Making a complaint about SEND provision

Stage 1 - Speak to the school (informal)

If your child has SEND and your complaint is about the support your child is receiving, contact school and ask to speak to the SENDCo. If you are still unhappy, then you may request to speak to the Headteacher. You may contact the Headteacher through his P.A. who will make an appointment for you.

If you still feel that a satisfactory outcome has not been reached, you may make a formal complaint by following the school's complaints procedure

Stage 2 – Complaints Policy

St Leonard's Catholic School's complaints procedure can be found in the complaints policy at www.stleonardsdurham.bwcet.com. You may also contact the Education Funding and Skills Agency. If you need confidential advice and support, you should speak to your local parent partnership service (Durham SENDIASS). The SEND Code of Practice outlines additional measures the LA must set up for preventing and resolving disagreements and these will be explained to parents who contact the LA.

Working in Partnership with Parents

St Leonard's Catholic School believes that a close working relationship with parents is vital in order to ensure:

- early and accurate identification and assessment of SEND leading to the correct intervention and provision
- continuing social and academic progress of children with SEND
- personal and academic targets are set and met effectively

The school welcomes feedback from parents all year round and parents can make an appointment to speak to the SENDCo or their child's HOY throughout the year for any reason.

Parents are kept up to date with their child's progress through:

- modular progress reports
- parent's consultation evenings
- SEND reviews

The SEND department maintains effective communication with parents of pupils with SEND by:

- being present at the annual Welcome Evening for parents of Year 6 pupils in July prior to transfer, where transition issues can be discussed (DCG)
- being available for consultation regarding progress at Parents Evenings for KS3, KS4 and KS5 pupils in addition to subject teachers.
- encouraging parents to attend Parents Evenings
- inviting parents to review meetings/ Annual Review Meetings.
- encouraging parents to look at and sign pupil planners on a regular basis
- encouraging parents to help pupils with homework wherever possible
- holding sympathetic and positive discussions on each stage of intervention
- liaising with parents when necessary and at a parent's as well as school's request.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual pupil's needs. The SENDCo may also signpost parents of pupils with SEND to the local authority where specific advice, guidance and support may be required.