

# Learning Development Policy

(Including Special Educational Needs and Disabilities)

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## **Introduction**

This policy replaces any previous policy and follows the DfE regulations and those issued by the London Borough of Harrow. All members of staff are affected by and expected to adhere to this policy.

In line with the college's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of college life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

This policy takes account of the Government's aim for children to have the support they need under Every Child Matters:

- to be healthy
- to stay safe
- to enjoy and achieve
- to make a positive contribution
- to achieve economic well-being

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students avoid the possibility of failure

“The culture practice, management and deployment of resources in a college are designed to ensure all children's needs are met.”

“Children with special educational needs should be offered full access to a broad, balanced and relevant education, including an appropriate curriculum.”

## Foreword

Rooks Heath College is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. This policy is formulated by the Deputy Headteacher, in consultation with staff and is monitored by other members of the College's Leadership and Management Group. The policy is subject to annual review by the College's Leadership and Management Group and is subject to approval by the governors of the college.

## The aims of this policy

We, at Rooks Heath College, believe that each student has individual and unique needs. Teachers should have high expectations of all students, regardless of their current ability, and are required to set challenging tasks for students. Lessons are expected to be differentiated so that every child achieves. Our wide range of curriculum choices enable staff to meet the needs of students with a range of learning differences and each curriculum area is expected to provide a range of texts, materials, teaching strategies and learning activities that enable all students to fully participate in lessons.

We recognise, however, that some students require more support than others. Some students require help throughout their time in college, while others may need a little extra support for a short period to help them overcome more temporary difficulties. Rooks Heath College aims to provide all students with strategies for dealing with their needs in a supportive environment and to give them meaningful access to the National Curriculum. Rooks Heath College is committed to making all reasonable adjustments to ensure the full inclusion of students with special educational needs and disabilities.

## Relationship to other policies:

This policy should be read in conjunction with the policies on college curriculum and equal opportunities (including accessibility plans), and guidance on assessment, recording and reporting. The SEND policy is a statutory requirement, developed within the framework of the SEND Code of Practice (DfE, 2014).

## Definitions:

Students have **special educational needs** if they have a learning difficulty which calls for special educational provision to be made for them.

Children have a **learning difficulty** if they:

- have a significantly greater difficulty in learning than the majority of children of the same age; or
- have a disability which prevents or hinders them from making full use of the educational facilities of a kind generally provided for children of the same age.

Children are not regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught. (See EAL.) Whilst behaviour can often be an indication of unmet barriers to learning,

inappropriate behaviour for learning alone does not necessarily mean that a student has a Special Educational Need or disability.

**Special Educational Provision** means educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age.

**Disability** – a disabled person is defined as someone who has a physical or mental impairment which has an effect on his or her ability to carry out day-to-day activities. The effect is:

- Substantial (that is more than minor or trivial);
- Long-term (that is have lasted or is likely to last for at least a year, or for the rest of the life of the person affected); and
- Adverse.

### **Roles and responsibilities:**

Provision for children with special educational needs is a matter for the college as a whole. It is each teacher's responsibility to provide for students with SEND in his or her class, and to be aware that these needs may be present in different learning situations. All staff are responsible for helping to meet an individual's special educational needs and for following the college's procedures for identifying, assessing and making provision to meet those needs.

### **Role of the Governing Body:**

The governing body, in co-operation with the headteacher, accepts its legal responsibility for determining the policy and provision for students with SEND. It maintains a general overview and has appointed a represented governor (the SEND Governor), who takes a particular interest in this aspect of the college. The Governing Body ensures that:

- The necessary provision is made for any student with SEND
- All staff are aware of the need to identify and provide for students with SEND
- The college has appropriate staffing and funding arrangements, and oversee the college's work for students with SEND
- SEND provision is an integral part of the college's development plan.

### **The headteacher takes responsibility for:**

- The management of all aspects of the college's work, including provision for students with SEND
- Keeping the governing body informed about SEND issues
- Working closely with the SEND personnel in the college
- Ensuring that the implementation of this policy and the effects of inclusion policies on the college as a whole are monitored and reported to governors.

### **The special educational needs co-ordinator (SENCo) takes responsibility for:**

- Overseeing the day to day operation of this policy and the day to day implementation of the Code of Practice (DfE, 2014).

- Co-ordinating the provision for students with SEND, in liaison with subject staff, Heads of Department and Directors of Learning.
- Ensuring that an agreed, consistent approach is adopted.
- Liaising with and advising teaching staff.
- Helping staff to identify students with SEND, plan possible interventions, and review the impact of the interventions.
- Co-ordinate detailed assessments and observations of students with learning problems.
- Supporting class teachers in devising strategies, drawing up intervention plans, setting targets appropriate to the needs of the students, and advising on appropriate resources and materials for use with students with SEND, including personnel in the classroom.
- Liaising closely with parents of students with SEND, so that they partners in the process.
- Liaising with outside agencies, arranging meetings, and providing a link between these agencies, class teachers and parents.
- Maintaining the college's SEND register and records, and ensuring that the website is kept up-to-date with relevant information, in line with the Code of Practice (DfE, 2014).
- Assisting in the monitoring and evaluation of progress of students with SEND through the use of existing college assessment information
- Contributing to the in-service training of staff
- Managing learning support staff / assistants
- Liaising with other SENCOs to help provide smooth transition for students.

**The SEN Manager takes responsibility for:**

- Assisting the SENCo in day to day tasks relating to this policy, as appropriate.
- Providing teachers new to the profession with an INSET package dealing with issues such as differentiation and strategies for supporting students with a range of needs.
- Working closely with students who have Bf L needs alongside SEN needs to provide intervention and support.
- Attending Red Report meetings and Pastoral Support Plan (PSP) meetings and liaise closely with Heads of Year and Head of College.
- Liaising closely with parents, including co-ordinating parent English Language classes.

**Class teachers take responsibility for:**

- Including students with SEND in the classroom, by setting high expectations, setting challenging tasks and providing an appropriately differentiated/personalised curriculum. They can draw on the SENCO for advice on assessment and strategies to support inclusion
- Making themselves aware of this policy and the procedures for identification, monitoring and supporting students with SEND
- Liaising with the SENCo, with the students themselves and with their parents/carers when assessing, planning, implementing and reviewing appropriate interventions.

### **Learning Support Staff / Assistants take responsibility for:**

- Being fully aware of this policy and the procedures for identifying, assessing and making provision for students with SEND
- Using the college's procedures for giving feedback to teachers about students' responses to tasks and strategies.
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Supervising and providing targeted support for students with SEN, ensuring their access to learning activities
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Encouraging students to interact with others and engage in activities led by the teacher
- Supporting the teacher in creating and maintaining a purposeful, orderly and productive working environment
- Liaising regularly with subject teachers about lesson planning, evaluation, and feedback on the progress of particular students

The department liaises closely with the Inclusion Unit (Be10), the designated teachers for Child Protection, the EAL department and the Pastoral Care Team.

### **Identification and Assessment of students with SEN:**

#### **Year 6-7 Transfer:**

Identification of many students with SEN occurs prior to their arrival at Rooks Heath. As part of the transition of students from Year 6 to Year 7, Directors of Learning along with learning support staff, visit the middle schools. The needs of students on the SEN register are discussed throughout Year 6. The department has an identified LSA who manages the transition of students, under the guidance of the SENCo and the Director of Learning for the year group. The transition of students to Rooks Heath involves a visit to the college by all students, plus extra visits for those with SEN. The SENCo, the LSA in charge of transition and the Director of Learning for the incoming Year 7 cohort, liaise closely with form teachers and learning support staff to identify the needs of incoming students and make arrangements for their provision.

#### **In-College Identification:**

We recognise that students admitted at Year 7, and throughout other year groups, may have unidentified special educational needs, and that children's special educational needs may change over time. Thus, identification and assessment is considered to be an on-going, year by year process, and students are supported in their transition from one year to the next where necessary as well as being prepared for adulthood and Post 16 education.

Needs are identified through an on-going process of assessment, both quantitative and qualitative. This includes making use of the college tracking system, which highlights areas where progress is hindered by possible barriers to learning. It also includes use of prior

attainment data and/or baseline data, tracking of reading ages, and observations of students in lessons and around the college.

### **Casual Entrants:**

Many students arrive during the college year. The SENCo liaises with Admissions personnel to ascertain whether incoming students have any SEN, and provision is made accordingly. The department has an identified LSA who manages the entry of casual entrants, and carries out baseline assessments. The identified LSA will also follow up and mentor them as they settle into the college. (See also EAL policy for casual entrants with EAL needs.)

### **SEND Support (Code in SIMS is K):**

Where specific barriers to learning are identified, and progress has not been seen through the usual implementation of a high quality, differentiated and personalised curriculum, Rooks Heath College endeavours to help progression through the implementation of rigorously tested interventions, followed by review of intended outcomes. Students who benefit from such interventions are recorded as needing SEND Support.

Where interventions are not successful, and progress continues to be problematic, advice will be sought from professionals such as an Educational Psychologist, a specialist teacher of Dyslexia, or a Speech and Language Therapist.

### **Liaison with Parents:**

The SENCo and curriculum or pastoral leaders, in liaison with parents and students, will decide on the nature of the action needed to help students progress. Parental and Student views will always be sought when planning intervention strategies and parents will be informed of interventions that are taking place.

### **Statutory Assessment**

For some students, the help given through SEND Support may not be sufficient to enable them to make adequate progress. In such cases the college in consultation with parents / carers and any external agencies already involved, will consider asking the LEA to initiate a statutory assessment. The LEA will seek evidence from the college that any action implemented for the student has continued for a reasonable period of time without success, and that alternatives have been tried.

### **Education, Health and Care Plans (Code in SIMS is E):**

If the statutory assessment confirms that the assessment and provision made by the college is appropriate but that the child is nonetheless not progressing, the LEA may decide to issue an **Education, Health and Care Plan (EHC Plan)**. The plan will include full details of the child's special educational needs and/or disabilities, and the special educational provision required to meet them. It will list objectives that the provision should aim to meet, and must specify any facilities and equipment, staffing arrangements and curriculum that the LEA considers appropriate to meet the needs of the student.

All teachers working with a student with an EHC Plan will have full knowledge of the child's plan. All plans are reviewed at least annually. The purpose of the review is to integrate a variety of perspectives on the student's progress, and to ensure that they are achieving the desired outcomes.

### **Individual Provision and Strategy Plans:**

Teachers have access to Individual Provision Maps, strategy advice sheets and/or baseline data of all students on the SEND register. Some students have additional Assess, Plan, Do and Review intervention sheets, Parent Planning and Review Meeting Records, Behaviour Support Plans and/or Pastoral Support Plans. These records help the school to review the interventions taking place, and record outcomes and effectiveness.

### **Specialisms:**

Rooks Heath is not additionally resourced for particular disabilities or conditions, but the Learning Support Department has supported or is currently supporting students with a wide range of conditions, including:

- Attention Deficit Hyper-activity Disorder (ADHD)
- Autistic Spectrum Disorder (ASD)
- Conduct disorders, such as Oppositional Defiance Disorder (ODD).
- Emotional & Social Difficulties
- Epilepsy
- Hearing Impairment (HI)
- Learning Difficulties without a specific diagnosis
- Mental Health difficulties, including depression, anxiety disorders and phobias
- Physical Disability (PD)
- School Refusal
- Specific Learning Difficulty (SPLD)(eg Dyslexia, Dyspraxia, Dyscalculia)
- Speech, language & Communication Needs (SLCN)
- Tourette's Syndrome
- Visual Impairment (VI)

### **Outside Agencies:**

The department works in partnership with a wide range of external agencies, including:

- Child and Adolescent Mental Health Service and ADHD Clinic.
- Harrow Educational Psychological Service.
- Speech and Language Therapists
- Hearing Impaired Specialist teachers, and Vision Impaired specialist teachers.
- Connexions Careers Advice
- Educational Welfare Officer (EWO)
- GPs
- Specialist teachers for children on the Autistic Spectrum
- Harrow Skills Centre
- Social Services and Early Intervention Team

- Harrow Tuition Centre
- Occupational therapy
- School Nurse

### **Arrangements for complaints:**

Should students or parents / carers be unhappy with any aspect of provision they should discuss the problem with the class teacher in the first instance. Anyone who feels unable to talk to the teacher, or is not satisfied with the teacher's comments, should ask to speak to the SENCo. For a problem that might need time to explore fully, parents / carers should make an appointment. In the event of a formal complaint parents are advised to contact the headteacher in the first instance. If they are unsatisfied still, they are then advised to contact the governing body. The LEA Parent Partnership Service is available to offer advice.

### **Monitoring, evaluation and review of the Learning Support Policy:**

The success of the college's SEND policy and provision is evaluated through:

- Monitoring of classroom practice by the SENCo and subject co-ordinators
- Analysis of student tracking data and test results for individual students and cohorts
- Value-added data for students on the SEND register
- Monitoring of procedures and practice by the SEN governor
- College self-evaluation
- The college's annual SEND review, which evaluates the success of the policy and sets new targets for development
- The college's improvement plan, which is used for monitoring provision in the college;
- Visits from LEA personnel and Ofsted inspection arrangements
- Feedback from parents and staff, both formal and informal, following meetings to produce support plans and targets, revise provision, and celebrate success.