

# SEND POLICY (Mill Hill)

**Document Owner:** Director of Inclusion

**Date:** November 2023

**Status:** Statutory



Document Type	Mill Hill SEND Policy & Information Report		
Reference/Version Number	CLT-SEN/MH-V0.5		
Summary	Our SEND policy and information report aims to set out how our Academy will support and make provision for students with special educational needs (SEN). Explain the roles and responsibilities of everyone involved in providing for students with SEN.		
Associated Documents	Accessibility plan Admissions policy Behaviour policy Child Protection Policy Positive Mental Health Policy	Supporting students with medical conditions policy. Equality information and objectives	
Target Audience	All Employees		
Date of this Version	November 2023		
Document Owner	Director for Inclusion		
Review Body	Policy Admin Group	Meeting Date	17.11.21 7.12.21 17.11.22 30.11.23
Union Consultation Date/s:	N/A	Meeting Date	N/A
Proof Read	1.12.21		
Senior Leadership Team	N/A		
Approved/Ratified by	Board of Trustees	Meeting Date	4.4.22 12.12.22 11.12.23
Review Frequency	Annual	Next Review Date	November 2024
Date uploaded on website/s			
CLT n/a	Haywood n/a	Trentham n/a	Mill Hill 10.1.22 13:17 (JY) V0.3 - 16.12.22 (SW) V0.4 - 22.1.24
Date uploaded to Sharepoint/s			
CLT 10.1.22 13:04	Haywood n/a	Trentham n/a	Mill Hill 10.1.22 13:17 (JY) V0.3 - 16.12.22 (SW) V0.4 - 22.1.24
Acknowledged by Local Governing Committee/s:			
Acknowledged by Local Governing Committee/s:	Haywood n/a	Trentham n/a	Mill Hill 23.3.22 23.11.22
			Smallthorne n/a

## VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
0.1	New Document	Dec 2020	New Policy
0.2	Annual review	Nov 2021	No changes
0.3	Academy Lead Review	Nov 2022	6.7.b.i and 6.7.B.iv word amended to Adapting
0.4	Interim review	Feb 2023	Name change for SENCo / Next review Nov 2023
0.5	Annual review	Nov 2023	Annual review: Dates changed Names of Staff and roles updated Section 4.d added Section 6.8.b updated Section 6.12.b.i updated

# TABLE OF CONTENTS

VERSION CONTROL	2
1. STATUS	4
2. AIMS	4
3. LEGISLATION AND GUIDANCE	4
4. DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
5.1 The Director of Inclusion.	4
5.2 The SENCO	5
5.3 The SEND Governor	5
5.4 The Headteacher/Principal	5
5.5 Class / Subject Teachers	5
6. SEN INFORMATION REPORT	5
6.1 The Kinds Of SEN That Are Provided For	5
6.2 Identifying Students With SEND And Assessing Their Needs	6
6.3 Consulting And Involving Students And Parents/Carers	6
6.4 Assessing And Reviewing Students' Progress Towards Outcomes	6
6.5 Supporting Students Moving Between Phases And Preparing For Adulthood	6
6.6 Our Approach To Teaching Students With SEN	7
6.7 Adaptations To The Curriculum And Learning Environment	7
6.8 Additional Support For Learning	7
6.9 Evaluating The Effectiveness Of SEN Provision	8
6.10 Enabling Students With SEN To Engage In Activities With Those In The School Who Do Not Have SEN	8
6.11 Support For Improving Emotional And Social Development	8
6.12 Complaints About SEN Provision	9
6.13 Contact Details Of Support Services For Parents Of Students With SEN	9
6.14 The Local Authority Offer	9
7. LINKS TO OTHER POLICIES AND DOCUMENTS	9
8. MONITORING AND REVIEW	9

# 1. STATUS

- a. Statutory.

# 2. AIMS

- a. Our SEND policy and information report aims to:
  - i. Set out how our Academy will support and make provision for students with special educational needs (SEN)
  - ii. Explain the roles and responsibilities of everyone involved in providing for students with SEN.

# 3. LEGISLATION AND GUIDANCE

- a. This policy and information report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:
  - i. Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for students with SEN and disabilities
  - ii. The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report.
- b. This policy also complies with our funding agreement and articles of association.

# 4. DEFINITIONS

- a. A student has SEND if they have a learning difficulty or disability, which calls for special educational provision to be made for them.
  - i. They have a learning difficulty or disability if they have
  - ii. A significantly greater difficulty in learning than the majority of others of the same age, or
- b. A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools
- c. Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.
- d. When we use the term 'Parent' we refer to the definitions stipulated in the DfE Parental Responsibility guidance, which can be found [here](#).

# 5. ROLES AND RESPONSIBILITIES

## 5.1 The Director of Inclusion.

- a. The Director of Inclusion for the City Learning Trust is Nathan Legg.
- b. The Director of SEND can be contacted via telephone: 01782 853535, or via email [nlegg@citylearningtrust.org](mailto:nlegg@citylearningtrust.org)
- c. They will:
  - i. Provide strategic direction and development of SEND, mental health and medical provision within the City Learning Trust Academies with the support of, and under the direction of, Academy Senior Leadership Teams and the City Learning Trust Executive Leadership Group.
  - ii. Ensure that the Academy carries out its day-to-day responsibilities for the operation of the SEND policy, positive mental health policy, students with EAL and supporting students with medical needs policy and coordination of specific provision made to support individual students with SEND, including those who have EHC plans within the City Learning Trust Academies and the City College.
  - iii. Assess students who may have complex SEND needs within the City Learning Trust Academies.
  - iv. Assess and deal with complaints regarding provision.

## 5.2 The SENCO

- a. The SENCO is Mrs Sarah Hulme.
- b. The SENCO can be contacted via telephone: Mill Hill Primary Academy 01782 234466
- c. They will:
  - i. Work with the Headteacher/Principal and SEND governor to determine the strategic development of the SEND policy and provision in the school
  - ii. Have day-to-day responsibility for the operation of the SEND policy and the co-ordination of specific provision made to support individual students with SEN, including those who have EHC plans
  - iii. Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that students with SEND receive appropriate support and high quality teaching
  - iv. Advise on the graduated approach to providing SEND support
  - v. Advise on the deployment of the school's delegated budget and other resources to meet children and young peoples' needs effectively
  - vi. Be the point of contact for external agencies, especially the local authority and its support services
  - vii. Liaise with potential next providers of education to ensure students and their parents are informed about options and a smooth transition is planned
  - viii. Work with the Headteacher/Principal and Local Governing Committee to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
  - ix. Ensure the school keeps the records of all students with SEND up to date

## 5.3 The SEND Governor

- a. The SEND governor will:
  - i. Help to raise awareness of SEND issues at Local Governing Committee meetings
  - ii. Monitor the quality and effectiveness of SEND and disability provision within the school and update the Local Governing Committee on this
  - iii. Work with the Headteacher/Principal and SENCO to determine the strategic development of the SEND policy and provision in the school.

## 5.4 The Headteacher/Principal

- a. The Headteacher/Principal will:
  - i. Work with the Director of SEND for the CLT, the Academy SEND Leader(s) and SEND governor to determine the strategic development of the SEN policy and provision in the school
  - ii. Have overall responsibility for the provision and progress of learners with SEN and/or a disability.

## 5.5 Class / Subject Teachers

- a. Each class / teacher of subject is responsible for:
  - i. The progress and development of every student in their class
  - ii. Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
  - iii. Working with the SENCO to review each student's progress and development and decide on any changes to provision
  - iv. Ensure they follow this SEN policy

# 6. SEN INFORMATION REPORT

## 6.1 The Kinds Of SEN That Are Provided For

- a. Our Academy currently provides additional and/or different provision for a range of needs, which includes, but is not limited to:
  - i. Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
  - ii. Cognition and learning, for example, dyslexia, dyspraxia, Moderate Learning Difficulties (MLD)
  - iii. Social, emotional and mental health difficulties, eg: Attention Deficit Hyperactivity Disorder (ADHD),
  - iv. Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy

## 6.2 Identifying Students With SEND And Assessing Their Needs

- a. We will assess each student's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all students and identify those whose progress:
  - i. Is significantly slower than that of their peers starting from the same baseline
  - ii. Fails to match or better the child's previous rate of progress
  - iii. Fails to close the attainment gap between the child and their peers
  - iv. Widens the attainment gap
  - v. This may include progress in areas other than attainment, for example, social and emotional needs.
- b. Slow progress and low attainment will not automatically mean a student is recorded as having SEN.
- c. When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the student and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.
- d. A student may be placed on the SEND register because of a new diagnosis from an external agency, such as CAMHS, the NHS or private healthcare services.

## 6.3 Consulting And Involving Students And Parents/Carers

- a. The Academy will have an early discussion with the student and their parents when identifying whether they need special educational provision. These conversations will make sure that:
  - i. Everyone develops a good understanding of the student's areas of strength and difficulty
  - ii. We take into account the concerns of parent / carer
  - iii. Everyone understands the agreed outcomes sought for the child
  - iv. Everyone is clear on what the next steps are.
- b. We will formally notify parents and carers via letter when it is decided that a student will receive SEND support. Should SEND support cease during their time on roll at the Academy, parents / carers will be formally notified via letter.

## 6.4 Assessing And Reviewing Students' Progress Towards Outcomes

- a. The Academy will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.
- b. The class or subject teacher will work with the SENCO to carry out a clear analysis of the student's needs. This will draw on:
  - i. The teacher's assessment and experience of the student
  - ii. Work / book scrutiny
  - iii. Their previous progress and attainment and behaviour. Other teachers' assessments, where relevant
  - iv. The individual's development in comparison to their peers and national data
  - v. The views and experience of parents
  - vi. The student's own views
  - vii. Advice from external support services, if relevant
- c. The assessment will be reviewed regularly.
- d. All teachers and support staff who work with the student will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the student's progress.

## 6.5 Supporting Students Moving Between Phases And Preparing For Adulthood

- a. The Academy will share information with the school, secondary school, specialist school, college, or other setting the student is moving to. We will agree with parents and students which information will be shared as part of this.
- b. The Academy will endeavour to support students with SEND during transition to new phases or key stages, by including transition activities one-to-one or in a small group.
- c. Transition support that is offered will often be bespoke to the student.

## 6.6 Our Approach To Teaching Students With SEN

- a. Teachers are responsible and accountable for the progress and development of all the students in their class or subject.
- b. High quality teaching is our first step in responding to students who have SEN. This will be differentiated for individual students by the class / subject teacher or by a teaching assistant. Where a student receives support from a teaching assistant, either in class or outside of the classroom as a part of a structured intervention, the teacher remains responsible and accountable for the progress and development of students within their class or subject.

## 6.7 Adaptations To The Curriculum And Learning Environment

- a. Please refer to the Academy accessibility plan for further details of adaptations.
- b. We make the following adaptations to ensure all students' needs are met:
  - i. Adapting our curriculum to ensure all students are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
  - ii. Adapting our resources and staffing
  - iii. Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
  - iv. Adapting our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
  - v. Adaptations to programs of study – this decision will be made by the Headteacher/Principal and communicated formally to parents / carers. This includes where a student will not be entered for formal assessment (i.e SATS / GCSE).

## 6.8 Additional Support For Learning

- a. We have a number of teaching assistants who are trained to deliver interventions such as [insert interventions].
- b. We work with the following agencies to provide support for students with SEND and to secure evidence where an Education, Health and Care Plan (EHCP) may be appropriate:
  - i. Inclusive Learning Services
  - ii. Educational Psychologist
  - iii. ENTRUST
  - iv. Children Causing Concern panel
  - v. Education Welfare Officers (EWO)
  - vi. Social Care
  - vii. Children & Adolescent Mental Health Services (CAMHS)
  - viii. Education re-engagement team
  - ix. MIND
  - x. Children's Occupational Therapy Service
  - xi. Our Health 0 – 19 (also known as the school nursing service)
  - xii. NHS medical teams.
- c. The Academy will refer to an outside agency for one or more of the following reasons:
  - i. Despite significant in-school intervention, the student continues to make little or no progress in specific areas over a period of time (usually a minimum of one term)
  - ii. Continues working at the levels substantially below that expected of children of a similar age and is already on the SEND register.
  - iii. The student has social and / or emotional difficulties, which regularly and substantially affect their learning
  - iv. Has sensory or physical needs and requires additional specialist equipment or regular advice or visits by a specialist service
  - v. Has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.
  - vi. Despite having received intervention, the child continues to fall behind the level of his/her peers.



## 6.9 Evaluating The Effectiveness Of SEN Provision

- a. We evaluate the effectiveness of provision for students with SEN by:
  - i. Reviewing students' individual progress towards their goals each term
  - ii. Reviewing the impact of interventions after at least one half-term (this may vary according to the nature of the intervention).
  - iii. Using student questionnaires
  - iv. Director of Inclusion visits
  - v. Monitoring by the SENCO
  - vi. Using provision maps to measure progress
  - vii. Holding annual reviews for students with EHC plans.

## 6.10 Enabling Students With SEN To Engage In Activities With Those In The School Who Do Not Have SEN

- a. Students with SEN have a range of bespoke interventions and opportunities around the academy to engage them in academy life. From Maths and Literacy intervention, to dedicated SEND sports activities, students are encouraged to participate in academy life to the full.
- b. All of our extra-curricular activities and school visits are available to all our students, including any before and after-school provision that is available.
- c. All students are encouraged to go on our residential trip(s) and some funding may be available through pupil premium funding, where appropriate.
- d. In the case of off-site trips and residential trips, a full risk assessment will be completed before each visit to determine any special arrangements that may apply. Please note, the safeguarding of **all** staff and students is the priority of the Academy.

## 6.11 Support For Improving Emotional And Social Development

- a. We provide support for students to improve their emotional and social development in the following ways:
  - i. Students with SEN are encouraged to be part of the Academy clubs At Mill Hill, we offer a number of activities, which are available to all children this includes Netball, football, homework, reading and craft club.
  - ii. All of our extra-curricular activities and school visits are available to all our students, including any before and after-school provision that is available.
  - iii. All students are encouraged to go on our residential trip(s) and some funding may be available through pupil premium funding, where appropriate.
  - iv. In the case of off-site trips and residential trips, a full risk assessment will be completed before each visit to determine any special arrangements that may apply. Please note, the safeguarding of **all** staff and students is the priority of the Academy.
  - v. All of our extra-curricular activities and school visits are available to all our students, including any before and after-school provision that is available.
  - vi. All students are encouraged to go on our residential trip(s) and some funding may be available through pupil premium funding, where appropriate.
  - vii. In the case of off-site trips and residential trips, a full risk assessment will be completed before each visit to determine any special arrangements that may apply. Please note, the safeguarding of **all** staff and students is the priority of the Academy.
  - viii. Students with SEN are encouraged to be part of the Academy clubs. We also have House Captains, Deputy House Captains and a school council. All children are able to take part in a Pupil voice questionnaire, which allows the children to express how they feel about the school, what supports them and what they would like to improve.
  - ix. At Mill Hill we have a bespoke Welfare, Inclusion and SEND Hub (WISH), which caters to the needs of individual children and their families. The provision offers interventions, reflection and support to ensure all children reach their full potential.
  - x. MIND school counselling service on site 1 day per week
  - xi. Trailblazer support – At Mill Hill, the team support children using Trailblazers by referring in a child they have identified as needing extra support. The Trailblazer team will then attend the school and assess the child and make recommendation. These recommendations are then put into place by the Mill Hill WISH Team.
  - xii. We run a number of SEMH interventions including; Nurture support, Counselling, Friendship Formula and WISH support at lunch time.
- b. We have a zero tolerance approach to bullying.



## 6.12 Complaints About SEN Provision

- a. Complaints about SEN provision within our Academy should be made to the SENCO in the first instance. Then this should then be brought to the attention of the Academy Headteacher/Principal or to the Director of Inclusion. Complainants will then be referred to the Academy complaints policy.
- b. The parents of students with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that the Academy has discriminated against their child. They can make a claim about alleged discrimination regarding:
  - i. Suspensions and Exclusions
  - ii. Provision of education and associated services
  - iii. Making reasonable adjustments, including the provision of auxiliary aids and services
- c. Complaints regarding EHC plan assessments should be referred to the Local Authority.
- d. The number of complaints received relating to SEND provision in the last twelve months is 0

## 6.13 Contact Details Of Support Services For Parents Of Students With SEN

- a. Aiming Higher Together – Stoke Parent Carer Forum - <http://stokepcf.com/>
- b. SEND Information, Advice and Support Services (SENDIASS) - <http://www.sendiass-stoke.co.uk/>.

## 6.14 The Local Authority Offer

- a. Our contribution to the local offer is: [http://localoffer.stoke.gov.uk/kb5/stoke/directory/service.page?id=8\\_ejl-JzlhvQ](http://localoffer.stoke.gov.uk/kb5/stoke/directory/service.page?id=8_ejl-JzlhvQ)
- b. Our local authority's local offer is published here: <http://localoffer.stoke.gov.uk/kb5/stoke/directory/home.-page>

## 7. LINKS TO OTHER POLICIES AND DOCUMENTS

- a. This policy links to the following policies:
  - i. Accessibility plan
  - ii. Admissions policy
  - iii. Behaviour policy
  - iv. Child Protection Policy
  - v. Positive Mental Health Policy
  - vi. Supporting students with medical conditions policy.
  - vii. Equality information and objectives

## 8. MONITORING AND REVIEW

- a. This policy and information report will be reviewed by the SENCO every year. It will also be updated if any changes to the information are made during the year.
- b. This policy will be approved by the Board of Trustees. It will be reviewed by the Policy and Procedures Working Group on an annual basis to ensure continuing compliance.