



## Special Educational Needs and Disability Policy

<b>Author</b>	<b>Stephanie Shaldas</b>
<b>Created</b>	<b>January 2015</b>
<b>Reviewed:</b>	<b>December 2023</b>
<b>Governors Committee:</b>	<b>Inclusion</b>
<b>Agreed by Governors:</b>	<b>December 2023</b>
<b>Frequency of Review</b>	<b>Annually</b>
<b>Review Date:</b>	<b>September 2024</b>

## ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2023-24 has six aims.

1	A powerful curriculum
2	The best teaching and learning
3	Great achievement and progress
4	Excellent personal development
5	Behaviour for a strong community
6	A model for a better world

As part of aim 6 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do.

Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

This policy complies with the statutory requirements laid out in the SEND Code of Practice 0 – 25 (July 2014) and is written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (July 2015)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting students at school with medical conditions April 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

In the spirit of current reform, this policy has been co-produced by the Assistant Headteacher for Inclusion, SENCO and Support Centre Leaders in consultation with parents of students with SEND.

The Head and the Governing Body have delegated the responsibility for the on-going implementation of this SEND Policy to the SENCO and the Assistant Headteacher for Inclusion.

Newly appointed SENCOs who have not previously been a SENCO for 12 months must achieve the National Award for SEND Co-ordination within three years of appointment.

The SENCO who has been in post for 5 years has now acquired the NASENCo qualification in July 2021. The Assistant Headteacher is responsible for reporting regularly to the Head and the Governor with Responsibility for SEND, on the on-going effectiveness of this SEND policy, and is the designated teacher with specific Safeguarding responsibility and responsible for managing PPG/LAC funding.

The management of SCALI (Specialist Centre for Autism and Language Impairment) is overseen by the Assistant Headteacher for Inclusion. The SENDCO is also responsible for the SEND provision for students within the Deaf Support Centre. The structure for the DSC will change in January 2024. The Head of LSU is responsible for the additional needs provision for students requiring support from the Learning Support Unit and Counselling. EAL co-ordination is overseen by the Assistant Headteacher for Inclusion who is supported by the EAL and Dyslexia Coordinator.

All staff in school have a responsibility for maximising achievement and opportunity of vulnerable learners.

All teachers are teachers of students with Special Educational Needs. Teaching such students is, therefore, a whole-school responsibility, requiring a whole-school response.

## 1. Aims

At Thomas Tallis we believe that students with Special Educational Needs must have their social and academic needs addressed. All students with special educational needs should have access to a broad, balanced and inclusive education and, wherever possible, learn alongside their peers. Thomas Tallis believes it is important to provide both support and challenge to ensure all students engage in learning and fulfil their potential. The school's commitment to achieving excellence through creativity caters for a wide range of learning styles and abilities. At Thomas Tallis we encourage high expectations of everyone in our school community and provide a focus on outcomes.

## 2. Objectives

- To identify and provide for students who have special educational needs and additional needs.
- To work within the guidance provided in the SEND Code of Practice 2015.
- To operate a “whole student, whole school” approach to the management and provision of support for special educational needs.
- To work with parents and carers to gain a better understanding of their child and involve them in all stages of their child's education.
- To provide access to a broad and balanced curriculum appropriate to the individual needs of the student.
- To commit to delivering an SEND Inclusion Policy coordinated by the Special Educational Needs Co-ordinator (SENCO)
- To ensure that students express their views and are involved in decisions which affect their education.
- To provide support and advice for all staff working with students with special educational needs.
- To promote effective partnership and involve outside agencies where appropriate.

## 3. Identifying Special Educational Needs

The Special Educational Needs and Disability Code of Practice (0-25 years) 2015 states, “A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age 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 educational facilities of a kind generally provided for others of the same age in mainstream schools or post 16 institutions.

Many children and young people who have SEND may have a disability under the Equality Act 2010 – that is “...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day to day activities.”

This definition includes students with long-term medical conditions such as asthma, diabetes, epilepsy and cancer. Children with such conditions do not necessarily have SEND but where a child requires special educational provision over and above the adjustments, aids and services required by the Equality Act 2010, they will additionally be covered by the SEND definition.”

### 3.1. The SEND Code of Practice describes the four broad Categories of Need

#### 3.1.1. Communication and Interaction

Children and young people with speech, language and communication needs (SLCN) 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 understanding and using social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children and young people with ASD, including Asperger’s Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can have an impact on how they relate to others.

#### 3.1.2. 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 (MLD); severe learning difficulties (SLD) where children are likely to need support in all areas of the curriculum and have associated difficulties with mobility and communication; through to profound and multiple learning difficulties (PMLD) where children are likely to have severe and complex learning difficulties as well as a physical disability or Sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

#### 3.1.3. 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 or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD) or attachment disorder.

### 3.1.4. 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. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-Sensory impairment (MSI) will require specialist support and/or equipment to access the curriculum and environment. Children and young people with an MSI have a combination of vision and hearing difficulties.

These four broad areas give an overview of the range of needs that should be planned for. The purpose of identification is not to fit a student into a category but consider their needs.

### 3.2. Circumstances that may affect progress and attainment, but are not considered as constituting 'SEND'

Persistent disruptive or withdrawn behaviours do not necessarily mean that a child or young person has SEND. Negative behaviour may be an underlying response to a special educational need.

Slow progress and low attainment do not necessarily mean that a child has SEND and will therefore not automatically lead to a student being recorded as having SEND. However, they may be an indicator of a range of learning difficulties or disabilities. Equally it should not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability.

Also, difficulties related solely to limitations in English for children and young people for whom English is an additional language (EAL) are not SEND.

Difficulties with attendance, punctuality, health and welfare do not constitute SEND, neither does being identified as a child for whom the Pupil Premium grant is paid, being a Looked After Child nor being a child of service personnel.

### 3.3. A graduated approach to SEND Support

Students' needs will be identified and met as early as possible through:

- The analysis of data including entry profiles, reading ages and student progress data.
- Regular classroom-based assessment and monitoring arrangements.
- Following up parental concerns.
- Tracking individual student's progress over time.
- Information from previous schools.
- Information from other services.
- Maintaining a provision map for all vulnerable learners but which clearly identifies students receiving additional SEND support from the school's devolved budget or

in receipt of High Needs funding. This provision map is updated termly through discussions with Teachers, Data drops, intervention monitoring and assessments

- Understanding, when necessary, a more in depth individual assessment – this may include a range of commercially available assessments, carefully chosen to deliver appropriate, useful information on a student’s needs, or involvement of an outside agency.

### 3.3.1. Stage 1: Quality First Teaching

- Any student who is falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries is identified via regular subject RAP meetings where accurate formative assessment data is analysed.
- The student’s class teacher will take steps to provide adaptive learning opportunities that will aid the student’s academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
- Teachers are responsible and accountable for the progress and development of the students in their class, including where students access support from teaching assistants or specialist staff.
- High quality teaching, adapted for individual students, is the first step in responding to students who have or may have SEND.

*‘The class or subject teacher should remain responsible for working with the child on a daily basis. Where the interventions involve group or one to one teaching away from the main class or subject teacher, they should still retain responsibility for the student. They should work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions, and how they can be linked to classroom teaching. The SENDCO should support the class or subject teacher in the further assessment of the child’s particular strengths and weaknesses, in problem solving and advising on the effective implementation of support.’  
(SEND Code of practice 0-25 years, p.101 para 6.52)*

- The Inclusion team will be consulted as needed for support and advice and may wish to observe the student in class, or request feedback from staff involved in teaching and supporting the student.
- Once a student has been identified as possibly having SEND, staff will closely monitor them in order to gauge their level of learning and possible difficulties.
- Through the above investigation it can be determined which level of provision the student will need going forward.
- Parents or carers will be informed of every stage of their child’s development. They are encouraged to share information and knowledge with the school.
- Students are only identified as SEND if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching.

Thomas Tallis will, once concerns of potential SEND are raised, follow the graduated approach to meeting the student's needs including:

- ASSESS – Establishing a clear assessment of the student's needs; once identified the student will be added to the SEND register.
- PLAN – Planning with the student and their parents or carers, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
- DO – Implementing the interventions, with the support of the SENCO, Specialist teachers, ISAs/ EAs or external agencies as appropriate.
- REVIEW – Reviewing the effectiveness of the interventions with the student, their parents or carers and relevant staff and making any necessary revisions.

### 3.3.2. Stage 2: Additional SEND Support

A student will be offered additional SEND support when:

- It is clear that if their needs require intervention which is in “additional to” or “different from” the adaptive curriculum offered to all students in the school, i.e. they have a special educational need as defined by the SEND Code of Practice 2014.
- They make little or no progress when teaching approaches are targeted specifically at the student's identified areas of weakness.
- They show signs of difficulty in developing literacy or mathematical skills which result in poor attainment in some curriculum areas.
- They have Sensory or physical problems, continue to make little or no progress despite the provision of specialist equipment.
- They have communication and/or interaction difficulties and continue to make little or no progress despite the provision of an adaptive curriculum.

It may be decided that a student on the SEND register requires additional High Needs funding or an EHCP to secure an entitlement to additional, specialist provision. This may particularly be the case where outside agencies have been involved in assessing the student. The SENCO will contact parents/carers to discuss any applications to external agencies (including the Local Authority) for extra support for their child.

### 3.4. Managing Students' Needs on the SEND Support Register

*Principles:*

- To monitor and evaluate termly the progress of all students on the SEND support register.
- To provide a personalised package of support.
- To involve parents or carers and students in every step of the process including identification of need, decisions on actions (including any necessary referrals to external agencies) and evaluation of progress.



- To raise awareness of students' needs through dissemination of personalised guidance via the SEND register, the Student Profiles and staff training.

To help clarify level of need, we are dividing the EHCP and SEND Support students into three further categories:

#### **4. Specialist - EHCP**

These are the students with EHCPs who are entitled to a high level of additional support from specialists, external agencies and Inclusion staff, in addition to high quality teaching, in class support and monitoring.

#### **5. SEND Support – (High Needs K)**

These are students with specific diagnoses who require a high level of support. These students' needs should be met by the following measures of support:

- High quality teaching (i.e. teachers knowing students' needs and differentiating accordingly).
- In class support by Education Assistants/external agency involvement as required.
- A Student Profile updated termly and circulated to all their teachers.
- Regular review of student progress and SEND provision with parent or carers per year

#### **6. SEND support - (K)**

These students' needs should be met by high quality teaching. The student has a specific learning difficulty, but the teacher is able to cater for this and the student does not need to be provided with additional targeted support by an Education Assistant in class. These students may receive interventions from ISA's or EA's outside of the lesson e.g. Social Skills, reading, phonics, numeracy, and physiotherapy or 'Life Skills'.

- An Inclusion Officer is responsible for maintaining and updating the profiles and plans, seeking feedback from the student and staff. The profiles and plans are reviewed termly in conjunction with the SENCO and the SEND team.

#### **7. Criteria for Exiting the SEND Register**

- The SEND register is reviewed termly; any student who has made good progress following interventions is highlighted as 'Monitor to Remove' (MTR). The following term, if no further concerns have been raised and there is positive feedback regarding the student's progress, the student's name is removed from the SEND register and the student's electronic and paper files are updated.
- The Inclusion Officer responsible for maintaining the SEND register keeps a separate list of all students who have been removed from the SEND register to inform future practice and evaluate provision.

## **8. Supporting Students and their Families**

Please see the school website for links to Greenwich Local Offer and the school's SEND Information Report, including links with other agencies to support the family and the following policies: Anti-bullying; Complaints; Disability and Deafness; School Admissions and Medical.

Inclusion staff plan and deliver transition programmes at each key stage; Years 6-7, Years 9 - 10 (choosing options for Key Stage 4) and Year 11 (preparing for exams and post 16-pathway).

Tailored support provided includes:

- Primary school visits.
- Attendance at Year 6 Annual Reviews.
- SEND induction morning for parents or carers and students.
- SEND transition events in June every year for Year 6 students identified as needing extra transition events
- Interventions and in class support as appropriate.
- Careers guidance.
- Sixth form college visits and preparing for Post-16 pathways.

## **9. Supporting Students at School with Medical Conditions**

Thomas Tallis recognises that students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

- Some children with medical conditions may be disabled and where this is the case Thomas Tallis will comply with its duties under the Equality Act 2010.
- Some may also have special educational needs (SEND) and may have an Education, Health and Care (EHC) plan.
- Students with a medical condition will be placed in the Medi-Alert book, care plans written in conjunction with medical advice and expertise. The Medi-Alert book is updated regularly and shared with all staff. Vanessa Cummins is responsible for the monitoring and updating of the Medi-Alert book.

## **10. Supporting Students in Exams**

The Assistant Headteacher for Inclusion oversees exam dispensation assessments. This includes a wide range of access arrangements. We analyse previous data and referrals from students, teachers and parents or carers to identify students' needs for exams. Students receive exam dispensation, as per their entitlement, at Key Stage 4 and 5. The SENCO and Head of Centre are responsible for the implementation of JCQ guidelines.

## **11. Monitoring and Evaluation of SEND**

Thomas Tallis regularly and carefully monitors and evaluates the quality of provision we offer all students. The self-evaluation process is undertaken across the school at key points throughout the year, including reporting to governors' performance appraisal, updating of department plans and department meetings. There are regular opportunities for consultation with parents or carers, staff and students regarding SEND provision.

## **12. Training and Resources**

- Thomas Tallis will allocate the appropriate amount of core per-student funding and notional SEND budget outlined in the Local Offer for the SEND provision of its students.
- The training needs of staff are identified and planned through lesson observations and appraisals review meetings.
- All staff new to the school receive a SEND induction process.
- The SEN team has an open-door policy, where teachers and support staff can seek advice and support. The SENCo organises training opportunities for teachers and support staff focusing on different areas of need which may include training from external agencies such as ASD outreach, ADHD, EP and SaLT
- The SENCO will Attend the Local Authority's SENDCO network meetings in order to keep up to date with local and national updates in SEND.
- Link to RBG SEND staff training programme:  
<http://servicestoschools.royalgreenwich.gov.uk/courses>

## **13. Roles and Responsibilities of the Governors**

- Support the school in the application of the SEND policy and ensure that, within the school's overall budget, appropriate staffing and funding levels are maintained.
- Ensure that provision meets the needs of every pupil with special educational needs.
- Consult with Greenwich Educational Services and other local schools as appropriate.
- Report annually to parents on the implementation and effectiveness of the SEND policy and take account of any comments or suggestions.
- Ensure that the policy is accessible to all parents and that a summary of the policy is in the school prospectus and is given to the parent of every pupil with special educational needs.
- Identify, assess and make SEND provision for all children whether or not they have an EHCP.
- Use their best endeavours to secure the special educational provision called for by a child or a young person's SEND.
- Designate an appropriate member of staff (the SENCO) as having responsibility for coordinating provision for students with SEND.
- Make reasonable adjustments for a student with disabilities to help alleviate any substantial disadvantage they experience because of their abilities.

## **14. Roles and Responsibilities of the Education Assistants**

- Provide subject specialist support to small groups of students within lessons across the curriculum and key stages
- They provide in class support, interventions and assistance to pastoral teams.
- Provide support to students in KS4 / 5 exams to ensure students have access to their exam dispensation entitlement

## **15. Roles and Responsibilities of the Individual Support Assistants**

- Provide tailored support to students across the curriculum, as per their level of need and EHCP entitlement
- Support students during unstructured times including meeting students at the gate, accompanying them between lessons, supervising at break and lunchtimes and at the end of the school day
- Provide pastoral support to students within the classroom
- Run small group interventions such as: SaLT carry over activities, Lego Therapy, Homework club

## **16. Reviewing the Policy**

The Inclusion staff, School Leadership Team and the School Governors review the SEND policy annually.

## **17. Storing and Managing Information**

Information regarding children with SEND will be treated confidentially and shared only with the relevant people. Student files will be stored in secured cabinets in line with school policy. When a child leaves the school, any SEND information will be transferred to the respective educational placement or stored according to school policy.

## **18. Provision Mapping**

The school will use a published Provision Mapping Tool to keep centralised records of all intervention and support given to students. Ownership of this tool rests with the SENCo and Inclusion Officers

## **19. Accessibility**

The school adheres to the duty placed upon it by the DDA, as amended by the SEND and Disability Act 2001, to plan to increase over time the accessibility of schools for disabled students and to implement their plans.

## **20. Dealing with Complaints**

If parents or carers are concerned about the provision discussed with them at reviews or during a meeting, they would be encouraged to forward their views to the Assistant

Headteacher for Inclusion, Deputy Headteacher for Inclusion and Equality, the Head or School Governor who will work with parties involved to resolve any areas of concern.

Borough and school procedures involving students with SEND are explained to families and students with SEND via telephone and parents or carers are welcome to attend meetings with a friend or family member. We have an open-door policy and welcome visitors and communication at mutually agreed times.

## **21. Bullying**

Bullying is dealt with through our Behaviour and Inclusion policies and plans.

---

*End of document*