

SEND Policy and Accessibility Plan 2017-18

Committee Responsible for Policy: Full Governing Body Committee

Special Educational Needs and Accessibility Policy 2017-18

Our SEND policy forms part of the Birmingham Local Offer for learners with Special Educational Needs or Disability (SEND) in accordance with the Special Educational Needs and Disability Code of Practice, January 2015. In accordance with the 0-25 SEND Code of Practice (2014), Hillcrest School has 'high aspirations and expectations for children and young people with SEND'.

Underpinning this is the belief that

- All children and young people are entitled to an education that enables them to make progress so that they:
- achieve their best
- become confident individuals living fulfilling lives, and
- make a successful transition into adulthood, whether into employment, further or higher education or training

Background Information about the School and its Provision for Students with Special Educational Needs

Hillcrest is a school which is part of the Oaks Collegiate which is a group of schools based in South-West Birmingham

Over two-thirds of our students have minority ethnic heritage. Approximately 225 students speak English as an additional language. .

Our SEN profile as of September 2017 shows that we have 35 students identified as having SEND; one of these has an Education, Health and Care Plan.

- 69% of SEN students are identified as having SEN solely related to Cognition and Learning (MLD / SpLD)
- 8% are solely related to ASD
- 5% are solely related to medical issues
- 14% are solely related to Social, Emotional and Mental Health issues □
- 4% are solely related to speech, language and communication needs.

SEND Department Staff

The SEND department is made up of;

SENCO – Julie Penn

Deputy Headteacher Inclusion – Steven Connor-Hemming

Higher Level Teaching Assistant – Yvette Preston

Level 2 Teaching Assistant –Katie Hughes

The SEND department work closely with the EAL Co-ordinator, Amy Jordan, works with both SEND and EAL students in and out of lessons.

The department works as a team, led by the SENCO. Each member of the team is responsible for meeting the identified needs of the individual students on the SEND list, in liaison with the subject teacher when a TA is supporting within the classroom. The SENCO and Teaching Assistants will also consult with colleagues regarding the needs of students who are not on the SEND list but who may be a concern to Teaching Staff.

As set out in the school's local offer, the SENCO aims to establish close working relationships between students, staff, parents and outside agencies so that students can be helped in a fully supportive and inclusive environment.

Objectives of the School's SEND Policy

The objectives of our policy are to:

- organise all our activities to ensure that all students are included in the life of the school
- work closely with parents, sharing information on student's progress and their individual needs
- continuously develop our ways of working to provide the highest quality of provision for all our students whether this be in quality first teaching, implemented by intervention programmes or support within the classroom.
- meet the requirements of the SEND 0-25 Code of Practice (2014)
- facilitate a student's learning by employing a graduated response; Assess-Plan-Do-Review. In identifying individual needs and taking steps, co-operatively with other staff, to address those needs within the context of the National Curriculum, the school curriculum as a whole, taking account of the SEND 025 Code of Practice (2014)
- respond to particular students' needs flexibly according to the nature of their difficulties
- support students' learning without making them feel different or inferior to their peers
- enable each student to become an independent and confident learner.

This policy sets out how we intend to meet these objectives. The procedures we set out will be reviewed every year to ensure that we are doing all we can to meet the objectives. The school's provision for students with SEND is further set out in the school's Local Offer.

Roles and Responsibilities:

The Governing Body will:

- in co-operation with the head teacher, establish and publish the school's local offer and approach to provision for students with SEND
- establish the appropriate staffing and funding arrangements based on SEND need
- appoint a Governor with responsibility for SEND in the school to meet each term with the Special Educational Needs Co-ordinator (SENCO) to review SEND provision, student progress and policy development in relation to national initiatives.
- maintain a general oversight of the school's SEND provision and its impact.

The Headteacher:

- has responsibility for the day-to-day management of all aspects of the school's work, including provision for students with SEND as detailed in the local offer should keep the governing body fully informed
- should work closely with the school's SENCO and team.

The SENCO is the Head of SEND and is responsible for the implementation of the school's SEND Policy.

The SENCO is responsible in particular for:

Students

- the day-to-day operation of the school's SEND Policy; co-ordinating provision for students identified with special educational needs through a graduated response, especially those students who receive Wave 2 and Wave 3 interventions, and those who have Statements of Special Educational Needs/ Education and Health Care Plans (EHCPs).
- maintaining the school's SEND Register and managing the records of all students with special educational needs as well as co-ordinating individual student profiles

- monitoring the progress of students with SEND and collating this information to share at College Progress Tracking meetings, SLT / RAG meetings and Governors meetings
- carrying out the assessments of students to ensure that students with SEND are identified and that progress is recorded.
- running the SEND Department and ensuring that the SEND policy is applied on a daily basis.
- assessing students for examination access arrangements
- deciding whether to put forward students for statutory assessment, in consultation with parents/carers
- planning, preparing resources and monitoring the effectiveness of delivery of the KS3 Intervention programme.
- co-ordinating accessibility plan, risk assessment and provision for students with disabilities

Staff

- undertaking SEND Achievement Walks and work reviews and liaising with and advising other members of school staff
- preparing and delivering high quality SEND inset to staff as part of the whole school CPD programme
- monitoring the provision at classroom level for students with SEND
- managing provision and tracking data within the resources available
- liaising with College Learning Leaders particularly regarding those students with social, emotional and mental health difficulties.
- managing and deploying the school's teaching assistants and ensuring that support is timetabled effectively
- report on the effectiveness of provision to the Senior Management Team and through them to governors
- keep up to date with new initiatives to support students with SEND and share good practice with teachers
- ensure student profiles and inclusion information, including teaching tips are distributed to relevant teaching staff
- writing and engaging with relevant staff as part of the on-going review of the SEND, SEF and annual Department Improvement Plan.

Parents / Carers

- liaising with the parents of students with special educational needs throughout the year and as part of formal end of year profile reviews

External Providers

- liaising with external agencies, including the Access To Education Team (including Educational Psychology Service and former Student and School Support Service) Communication and Autism Team (CAT), Sensory Support Services and CAMHs.
- carrying out Criteria for Special Provision (CRISP) assessments when appropriate.
- engage with SENAR as part of the process of transferring statements to ECH plans.

Teaching and Non-Teaching Staff

The Special Educational Needs and Disability Code of Practice: 0 to 25 years (2014) states that

'...High quality teaching, differentiated for individual students, is the first step in responding to students who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching...'

Teaching staff therefore:

- are made aware of the school's procedures for identifying, assessing and making provision for students with special educational needs identified on the through the SEND Register and other information distributed by the SENCO
- have a responsibility to bring to the attention of the SENCO or their Head of Department any student for whom there is a concern

- should be aware of the varying needs of students in their classes, delivering quality first teaching to meet these needs with Wave 1 interventions and to liaise with, advise and work appropriately with Teaching Assistants when in lessons working with targeted students with interventions at Wave 2 and Wave 3.

Admission and Identification Arrangements

To ensure that students with SEND are effectively identified, all Year 6 students and their parents who will be joining the school in September will be met with in the May prior to entry. These meetings will be conducted by the Senior Management Team, Pastoral Heads or the SENCO. Any SEND issues and action to be taken will be noted.

The Deputy Headteacher will additionally visit primary schools and collect information about students with SEND.

The SENCO may also, when appropriate, attend Y6 reviews or speak to parents. Relevant information will also be collected about the student's educational history from the last school attended by the student including any educational support services who may have been involved with the student.

Once students arrive in at Hillcrest:

- the literacy levels of all students are assessed by Hodder Group Reading Test and Vernon Graded Spelling Assessment.
- the numeracy levels of all students are assessed by the Hodder Group Maths Test.
- a range of further assessments may then be carried out to clarify the needs of individual students and establish their strengths and areas of difficulty.
- information about students' SEN is passed on to appropriate school staff

When students leave the school

- information about the student's educational history to any receiving school is passed on
- other transfer documentation as required is passed on
- the SENCO or a member of the SEND team will attend meetings at the new school or placement as required to support the student and their family during the transition process
- targeted IAG support is put in place for students with SEND in KS4 as part of the transition to post-16 provision.

Identification, Assessment, Monitoring and Review Procedures

Provision for students with SEND is based on the underpinning principles of the **Special Educational Needs and Disability Code of Practice: 0 to 25 years (2014)**

The Code of Practice 2014 sets out a graduated approach to students with SEND. The graduated approach is used to identify students who may have barriers to learning and how best to support them through intervention.

This approach to identifying special educational needs is consolidated by the following procedure:

Wave 1 Intervention through Quality First Teaching

If, through assessment evidence (qualitative and quantitative), a student is identified as not making expected progress, they should be discussed by teachers and Heads of Department, and Wave 1 Intervention should be included in the classroom. Wave 1 intervention can be differentiation, supply of specific resources and classroom modifications. Supported by the Assess-Plan-Do-Review cycle, as recommended in the SEN Code of Practice (2014), teachers should show the interventions that have been put in place and assess their effectiveness. If, following a cycle of two terms of evidence, the student continues not to demonstrate progress, the student should be identified with the SENCO, who will then consider placing the student on the SEN Register at SEN Support.

Wave 2 Intervention for students requiring SEN Support

If, despite Wave 1 intervention over a two term cycle, a student does not make expected progress, the SENCO will then co-ordinate Wave 2 interventions, which are short term, measurable interventions, designed to close the gap for those learners who have the potential to do so. Using the Assess-Plan-Do-Review cycle, the SENCO will review the interventions to identify whether expected progress is being made. If a review of Wave 2 interventions identifies that a student continues to not make progress, the SENCO will consider offering the student Wave 3 Interventions.

Wave 3 Intervention for students with High Needs and EHCPs

A student with an EHCP has a statutory document that identifies that they require tailored intervention to meet their specific needs. The student is included on the SEN Register as receiving Wave 3 Intervention, which is a long term intervention, usually requiring the support of a teaching assistant, specialist agencies and tailored equipment in order to access learning in lessons. The SENCO will follow the statutory requirements and ensure an annual review of the EHCP is held, being especially mindful of transition times.

A student who, despite receiving cycles of Wave 2 Intervention in school, did not make progress as evidenced in the Assess-Plan-Do-Review cycle, it is likely that such evidence will point towards an unidentified barrier to learning and SEN. At this stage, there may be a need to ask outside agencies to become involved to undertake formal assessments. If it is felt that the student would benefit from an ECHP assessment, the school will support parents in making an application to the Council.

The production of an EHC plan is the responsibility of Birmingham Authority. The majority of children will have an EHCP before reaching the secondary education stage. However, when appropriate, the school may request or respond to a parental request to initiate the process of statutory assessment.

Assessment

The SENCO will refer students when appropriate to support services as listed earlier if further assessment and support is required. Such referrals will always be first agreed with parents/carers.

External agencies will carry out relevant assessments and will offer further advice and strategies to support a student.

All students' attainment will be made in the context of the School's Assessment Recording and Reporting Policy.

Student Participation

Supporting students to have a voice features in the Code of Practice (2014). Staff will seek to involve students (in an appropriate way) in discussions about their individual intervention programmes. Students will take part in student profile review discussions and will be assessed to look at their progress.

Students with an EHCP or provision plan will complete, with support if required, the 'Student Views' paperwork prior to their review.

Monitoring

The SENCO will monitor progress of students with SEND using termly data and reviewing Wave 2 and Wave 3 interventions recorded on the Provision Map. Further monitoring of progress of SEND students in core subjects will be done 6 times yearly in Maths, English and Science. Other subjects will do this 3 times every year.

The SENCO will meet with the Pastoral and Inclusion Deputy Head and attend meetings to discuss the progress of SEND students.

Review

Student profiles will be reviewed at least every six months, in a meeting with the student. Where appropriate, parents may also be involved in these reviews.

Arrangements for Providing Access to the Curriculum for Students with SEND

We support access through quality first teaching, appropriate intervention, student profiles and allocating extra support to an individual or group according to set criteria and availability of resources. The self-esteem of students is developed through positive reinforcement, using assessment processes to identify any learning difficulties. We ensure that the graduated approach encourages ongoing observation and assessment and provide regular feedback about the student's achievements and experiences to form the basis for planning the next steps of the student's learning.

An example of Wave 2 Intervention Programmes

Targeted KS3 and KS4 students will have lessons to focus on key areas outlined below:

- Literacy, basic handwriting, letter formation, speed writing, spelling and communication skills
- Reading, processing and comprehension skills, using programmes such as Read, Write Inc.
- Basic Numeracy skills based on KS2-3 transition packages

The intervention lessons will be co-ordinated by the SEND team, working closely with English and Maths departments, to plan and deliver the programme. In addition, there may be in-class support and intervention and pre-tutoring programmes.

Students in Years 7, 8 and possibly 9 may be placed on a programme using the following criteria:

- Standardised score of below 85 on the Hodder Reading tests
- Standardised score of below 85 on the Diagnostic Reading tests (processing, fluency and reading accuracy)
- Achieve a spelling age of less than 9 in the Graded Spelling tests at the start of Year 7 and throughout KS3
- Standardised score of below 85 on the Hodder Maths tests
- Below 85 in KS2 English and Maths
- SEND data from primary schools to indicate the level, nature and frequency of support required.
- Referrals from teachers on barriers to learning following Wave 1 Interventions. The SEND team will then carry out assessments to judge if it is appropriate for the student to join an intervention programme.

As a result of participating in Wave 2 interventions:

- students will have received additional time and support with basic literacy, reading and numeracy.
- students will become more confident and independent learners in their other subjects with the aim of catching up gaps in skills and learning, unless there is SEN present.

In Key Stage 4, SEND students may be identified as foundation learners. In these cases they will follow a differentiated curriculum including Level 1 courses in Year 10. In Year 11, students will then move to a Level 2 programme if appropriate.

How students with SEND are integrated into the school as a whole?

We seek to be an inclusive school by:

- using evidence and the graduated response (Assess-Plan-Do-Review) to identify any barriers that may be impeding progress and plan appropriate and reasonable action
- ensuring that all students have appropriate learning targets which are challenging

- valuing the diversity of our students of which SEND are a natural part
- ensuring that our reading stock includes stories with positive images of students with SEND
- looking for opportunities within the curriculum to raise SEND issues
- seeking to make provision for SEND within routine class arrangements wherever possible
- seeking opportunities for students with SEND to work with other students
- encouraging students with SEND to play/socialise with other students
- developing links with special schools to extend students' experience of diversity

Accessibility Provision and Plan 2016-18

The SEN and Disability Act 2001 extended the Disability Discrimination Act 1995 (DDA) to cover education and required schools to produce Accessibility Plans every three years. In 2010, the Equality Act replaced all existing equality legislation. The Equality Act (2010) placed a legal obligation on all schools, making it unlawful to discriminate against students, staff, parents, governors and visitors, with a disability.

Under this new guidance the Governing Body has had three key duties towards disabled students:

- Not to treat disabled students less favourably for a reason related to their disability
- To make reasonable adjustments for disabled students, so that they are not at a substantial disadvantage
- To plan to increase access to education for disabled students.

This plan sets out the proposals of the Governing Body of the school to increase access to education for disabled students in the three areas required by the planning duties in the DDA:

- Increasing the extent to which disabled students can participate in the school curriculum to ensure that students with a disability are as equally, prepared for life as are the able-bodied students in the school. This covers learning and teaching and the wider curriculum of the school such as participation in after-school clubs, leisure activities or school visits;
- Improving the environment of the school to increase the extent to which disabled students can take advantage of education and associated services;
- Improving the delivery to disabled students of information which is provided in writing for students who are not disabled. It is a requirement that the school's accessibility plan is resourced, implemented and reviewed and revised as necessary. The plan will also review ways to assist students with Special Educational needs who would not be classified as disabled under the Equality Act. For such students the school has a responsibility to meet their special needs, and for those classified as disabled, a duty to prevent discrimination against them in their access to education. The Disability Discrimination Act 1995 defines a disabled person as a person with 'a physical or mental impairment which has a substantial and long term adverse effect on his (or her) ability to carry out normal day to day activities'. The Act defines 'substantial' as 'more than minor or trivial' and 'long term' as 'has lasted or is likely to last more than 12 months'.

The Act states that an impairment is to be taken to affect the ability of a person to carry out normal day to day activities only if it affects that person in respect to one or more of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

The purpose and direction of the school's provision: vision and values

Hillcrest School has a strong family ethos and we wish to assist all students to reach their full potential. We value the diversity of our school community and appreciate the contribution that students with special educational needs and / or disabilities can bring to school life.

We aim to work together with parents and carers to remove barriers to learning that prevent students participating fully in school life. We have high ambitions for all of our students including any of our students who may be disabled, and we expect them to participate and achieve in every aspect of school life.

We believe that all students have the right to be actively included in the life of the school. Our staff are committed to the inclusion of all students. We therefore:

- Value every individual and celebrate their achievements;
- Identify and respond to individual needs;
- Identify and overcome all potential barriers to learning;
- Set multiple learning challenges for every student.

All members of the school community should be aware of the Equality Act (2010) and its application to schools. Our priorities are to ensure that:

- All staff are fully aware of the obligation to provide an inclusive curriculum.
- All policies on review are revised as necessary to take account of the disability legislation
- We consult with parents/carers, students, staff, governors and other agencies about priorities for increasing access to the curriculum.

We take a fully inclusive approach to our staff recruitment and aim to appoint the best person based on their skill set and qualifications regardless of any disability he/she might have. We actively implement the school's equal opportunity policy for staff in the day to day management of the school. All staff are provided with the necessary support for their roles. We regularly review our staff's needs to ensure these are being met.

Admissions - Welcoming and preparing for disabled students

We have an Admissions policy and criteria (available to view on our website) which seeks to remove barriers to entry to our school for students with special educational needs and/or disabilities. The support we provide for students with special educational needs and/or disabilities can also be found in our 'SEND Local Offer' (available to view on our website)

The Admissions policy ensures we conduct admissions on a fair and non-discriminatory basis.

Where it is practical to make reasonable adjustments to enable prospective students to take up a place at Hillcrest School and to satisfy the current admissions criteria, we are committed to providing those reasonable adjustments, as outlined in the Equality Act (2010) and Part 3 of the Children and Families Bill (2014).

In order to fully meet the needs of disabled students, we require complete disclosure of information prior to entry from parents / carers and previous schools. We will ask all applicants for admission to say whether they have received any previous support, have had an educational psychologist's report or have any disability or other condition of which the school should be aware.

Parents / Carers of a student with a special educational need and/or a disability should provide the school with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place at Hillcrest. We require this information so that, in the case of a student with a particular need, we can assess those needs and consult with parents about the adjustments which can be reasonably made to ensure that the application procedure is accessible for the student and that we can cater adequately for the student should an offer of a place be made.

In assessing the student or prospective student, we may need to take further advice and request assessments as appropriate from external agencies. We will be sensitive to any issues of confidentiality at all stages.

We will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, we may be able to provide an examination paper in large font for a visually impaired student.

If special educational needs and/or a disability becomes apparent after admission, we will consult with parents / carers about reasonable adjustments in order to allow the student to continue in the school.

The school's policies on SEND, Discrimination, LAC, EAL and Equal Opportunities are available on the school website.

Views of those consulted during the development of our provision

Parents have the opportunity to feedback to the school on a range of issues at our termly progress review meetings and annual parent's evenings. Feedback received from the questionnaires is used to inform future planning for subject specific and whole school developments. For those students identified with a special educational need and/or a disability, we consult with the individual parent/carer to seek their views on their student's specific needs, both physical and sensory. This process is completed as part of our annual IEP review process and EHC Plan reviews.

The main priorities of the school's Accessibility Provision

Priority 1: Increasing the extent to which disabled students can participate in the school curriculum

Summary of the current position:

- All SEND students are identified to staff at the start of and throughout the academic year.
- All SEND students contribute to preparing a 'Student Profile' to outline their strengths, weaknesses, preferred learning styles and appropriate teaching strategies. The profiles are updated and shared with staff at the start of each term.
- The curriculum is fully inclusive and appropriate support is provided to all students at key transitional stages, ie – Options choices, IAG consultations
- Resources available in different formats for students with specific needs, ie - dyslexia
- Under-achievement of SEND students is systematically tracked and appropriate interventions put in place in the classroom and as part of wider support programmes.
- Teaching Assistants are allocated to work in and out of lessons with targeted SEND students.
- Specific learning programmes are used to support under-achieving SEND students.
- We have a wide range of extra-curricular activities and all students, irrespective of any impairments or disabilities, are encouraged to take part. This includes school trips and residential visits where support would be available to ensure that all students had the same opportunities.
- Parents / Carers of SEND students attend annual IEP / EHC reviews.

- The use of outside agencies for support, advice and training is sought to ensure that TAs, teachers and parents / carers can be advised effectively.
- Special access arrangements made for examinations as appropriate.
- Flexibility to modify timetables to ensure students with disabilities are taught in rooms on the first floor or close to lift facilities on the second and third floors.
- Weekly school nurse drop-in sessions to which students can be referred or self-refer.
- Regular reviews of 'Health Plans' to keep staff with up to date information on specific medical and physical needs.
- Daily access to support from Learning Mentors and SEND staff in the 'Learning Base' each day.

Priority 2 – Improving the physical environment to increase the extent to which disabled students can take full advantage of education and associated services

Summary of the current position:

- All buildings are wheelchair accessible by ramps with non-slip corduroy tiles
- There is at least one accessible classroom in each subject area
- All levels in each building are accessible by lift
- A platform lift ensures students and visitors can access the main reception area, main hall and dining room. This lift has rails on three sides and brailled signs.
- All internal stairs are fitted with hand rails
- There are two wheelchair users' toilets in the school fitted with a panic alarm
- All toilets have been upgraded and have non slip floors and clear contrast between basins and their surrounds. Toilets located on the first floor in both parts of the building.
- Designated 'Health and well-being room' with toilet and washing facilities.
- Designated shower room and bathing facilities located close to main reception
- Corridors in most parts of the school are wide and accessible for all students
- Lighting, blinds and colour schemes used to decorate classrooms improve visibility for visually impaired students.
- There is clear visual signage in all buildings, ie – signs for fire exits, toilets, subject areas
- There is significant colour contrast between door and door frames throughout all school buildings
- The main school hall is equipped with an audio visual system
- The sports hall and gym is accessible to students through the use of a platform lift.
- All key support rooms are located in close proximity on the first floor of the main building – student reception, the Zone, SEND office and the Learning Base
- There are disabled parking spaces on the school site

Priority 3 – Improving the delivery to disabled students of information that is provided in writing for students who are not disabled

Summary of the current position:

- Effective use differentiated materials to support students with specific SEND needs, ie – large easy read print, worksheets on coloured paper, coloured overlays, reading rulers.

- Resourcing personal laptops for targeted SEND students
- Effective first wave teaching with targeted TA support as necessary
- Purchase of appropriate reading materials through the Accelerated Reading Scheme to meet the needs of all students
- Examination papers and controlled assessment documentation provided in different formats
- Access to on-line support materials, ie MyMaths, JustMaths
- Effective use of Teaching Assistants for Pre-tutoring programmes
- Continuous staff training to provide guidance on specific SEND issues, ie – dyslexia

Reviewing – Management, co-ordination and implementation

The Deputy Headteacher (Pastoral) and SENCO are responsible for the regular review of provision across the school. As appropriate this review will include other members of the SLT and Governors. This work will include:

- The annual review of the school's policies, procedures and facilities as they are likely to affect students and prospective students with disabilities.
- To make recommendations with a view of improving the accessibility of its education by means of reasonable adjustments to the learning and physical environment.
- The preparation of the school's SEND and Equal Opportunity policies.
- The preparation and review of the school's Accessibility Plan

The Accessibility Plan is reviewed by the Governing Body every three years or more frequently if a specific new issue arises. Any changes required to structures or physical changes to the site are reviewed at the Resources Committee and referred back to the Full Governing Body. Issues relating to disabilities are referred to the Deputy Headteacher (Pastoral), who meets regularly with the SENCO, Head Teacher and the SEND designated governor.

Originator – Julie Penn

Date – September 2017

Approved by Governors – September 2017

Review - July 2018