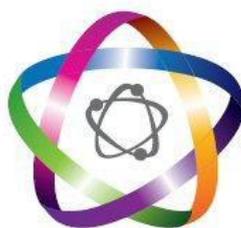


POLICY DOCUMENT**DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy



Special Educational Needs Information Report

This policy is reviewed annually
or more often if required

History of Document

| Issue No | Author/Owner | Date Written | Approved by Governors on | Comments |
|----------|-------------------|--------------|--------------------------|--------------------------------------|
| 1 | L Ramsay | Sept 14 | 7 October 14 | 1 st Issue |
| 2 | L Ramsay | June 15 | 7 July 15 | 2 nd Issue |
| 3 | L Ramsay | June 16 | 5 July 16 | 3 rd Issue |
| 4 | L Ramsay/ A Scott | Dec 16 | | 4 th Issue -Minor review |
| 5 | A Scott | Dec 18 | | 5 th Issue – Minor review |

Debenham High School Information Report

Who is the Special Need Co-Ordinator (SENCo)? How can I contact them?

Mrs Angela Scott

Contact by telephone – 01728 860213 - Extension 211 or 227

Contact by E- Mail – ascott@debenhamhigh.co.uk

How does the school identify students with special needs?

Identification of pupils with SEND begins prior to transfer in Year 6. Students with Statements or Education, Health and Care Plans which name Debenham High School on the plan, have their plan sent to the SENCo early in Year 6, to inform of need and provision. The SENCo is invited by Primary Schools to attend Year 6 Annual Reviews where Debenham High School is named on the Statement or Education, Health and Care Plan to inform transfer.

In the Summer Term, the SENCo visits feeder Primary Schools, with the Head of Year 7, to collect transfer information around the student's strengths, interests, support needs, effective strategies, their attainment at the end of Key Stage 2, detailed information on assessments, standardised test scores, Stage of Support details and Individual Education Plans. Year 6 teachers also fill in transfer sheets around attainment in English and Mathematics, additional needs, areas of strength and student interests. The SENCo makes contact with out of catchment primaries where special needs have been identified on the transfer sheets.

Prior to entry, we analyse the KS2 SAT results in Mathematics and English and those who missed the expected threshold and consider which students are appropriate for small teaching groups in these subjects. Diagnostic tests for reading and spelling are administered to these pupils in the Autumn Term of Year 7 in order to provide baseline scores and possible teaching targets.

Pupils working significantly below the expected level at the end of Key Stage 2 in Maths or English, those who have learning, conduct or emotional behaviour issues and those with physical, sensory or social and communication difficulties which act as a significant barrier to learning will be added to the SEND Support Register. Students with difficulties which may be a potential barrier to their learning will be added to a list of Students with Additional Needs. Both lists are available to teaching and support staff. Staff are expected to familiarise themselves with them to inform teaching, differentiation and support.

Once attending DHS, identification of pupils giving concern is the responsibility of the Subject Teacher, Form Tutor or Head of Year. Special educational need and disability concerns will be referred to the SENCo. Initially, information will be collected and once validated, these concerns will be shared with parents and necessary action discussed. Concerns and support strategies will be shared with staff at pastoral meetings, briefings or staff meetings or through email and through the Special Educational Needs Register and the Students with Additional Needs Register.

What should I do if I think my child may have special needs?

If parents or carers are concerned that their child's attainment is not reaching the expected average range of attainment, their child is not making the expected levels of progress due to an additional need or disability or they think that their child may have special educational needs, they should contact the SENCo to discuss their concerns and plan a way forward. Special educational needs come in four main categories - Communication and Interaction; Cognition and Learning; Social, emotional and mental health difficulties and Sensory and/or physical needs.

What types of Curriculum Support are available for my child in the school?

The school does not have a separate SEN unit. At Debenham High School pupils with SEN will have access to a broad, balanced and relevant curriculum by following a mainstream curriculum. These pupils may require additional resources and differentiation in order to ensure progress. However, at Debenham High School they will be integrated into the educational life of the school as fully as possible and their needs should be met in the least restrictive environment.

Form groups are made up of students from their own year group and are mixed ability. At Key Stage 3 all students are taught within their form group for most subjects. At Key Stage 4 students are taught in mixed ability GCSE classes in most subjects. The educational needs of students within these classes are met by differentiation, teaching and learning strategies and support provision within the classroom.

At the start of year 7, there are small groups in English and Maths for pupils with significant difficulty in Literacy and Numeracy to best meet their needs as learners. These students are identified through transfer information from primary schools together with KS2 SATs results. For all students there is ability setting from November of Year 7 in English and Maths, from Year 8 in some Modern Foreign Languages groups and from Year 9 in Science. An ASDAN course runs from Year 9 for an identified group of pupils who need additional support with their social, independence, study and work skills. This ASDAN Course usually replaces Modern Foreign Languages on the curriculum where this is an appropriate identified cohort of need. There are links with alternative curriculum providers where option courses may be offered, when appropriate, to identified Key Stage 4 students where a significant SEN need has been recognised.

Withdrawal from class lessons for 1:1 tuition is kept to an absolute minimum to avoid the need to catch up on missed subject learning and pupils are consulted about appropriate times in order that they are not withdrawn from a subject in which they achieve success and enjoyment. Whenever possible, literacy and numeracy intervention programmes are implemented during registration and assembly times. The school has a SEN / Inclusion Room and a Student Support Office where pupils have small group teaching and 1:1 support on an occasional basis to aid progress on return to their mainstream lesson.

Academic support provision available and class support strategies used:

- ☒ Class TA support.
 - ☒ Small group teaching for English and Maths.
 - ☒ 1:1 and small group, 20 min, TA led literacy and numeracy intervention work which takes place during morning registration and assembly time and overseen by subject teachers and SENCO.
- Programmes in use - Attack Spelling Programme, PAT Phonics Programme. Toe by Toe, 'Units of Sound' Computer Programme, Beat Dyslexia, Touch Typing programmes, Catch Up Literacy, Numeracy computer programme 'TT Rockstars.

- Differentiation.
 - ☐ Instruction and task delivery strategies – Task chunking with regular checks on understanding and progress, visual instructions, ensuring student attention, repetition of important information.
- Quantity of work and time targets, prompts, refocusing
 - ☐ Mind mapping and writing frames.
 - ☐ Task modelling and exemplar.
 - ☐ Use of IT – Laptop, Dictaphones, Kindles.
 - ☐ Postural seating.
 - ☐ Disability sewing machine.
 - ☐ Variety of equipment.
 - ☐ Homework Club
 - ☐ Exam access arrangements - Subject teachers will identify where they believe there to be a need for exam access arrangements for assessments and provide evidence to support this. A referral will be made with this evidence to the SENCO who will assess the student with standardised tests to see if the student meets the JCQ requirements for this adjustment. Exam access arrangements will be reviewed on a yearly basis.

Referral to county and NHS support agencies for assessment, direct work with student, advice and training:

- Advisory teachers – learning support, specific learning difficulties, hearing and sensory impairment.
- Educational Psychologist.
- County Inclusion Support Service.
- Dyslexia Support Service.
- School Nurse.
- Speech and Language Therapy – SALT
- The Early Help Team
- Physiotherapy
- Occupational Therapy
- The Education Welfare Officer visits the school regularly to meet with the Student Support Assistant.

What support is available for my child's overall well-being?

Pupils with SEN are encouraged to involve themselves as fully as possible into the social life of the school so that their needs should be met in the least restrictive environment.

Under the provision of the Equalities Policy, students with SEND are supported to ensure that they are fully integrated in the school community. <http://www.debenhamhigh.co.uk/docs/Policies/Equalities.pdf> Before school and at lunchtime, identified pupils can use Safe Place to Be facilities to allow them time to mix with other pupils and to carry out a range of activities under close supervision. All students are expected to attend at least two extra-curricular activities on arrival in Year 7, in order to help integrate with others and to ensure positive use of their social time. There is a range of extra-curricular clubs; some, such as Lego Club, Drop In Club, War Hammer Club and Cup Stacking Club are particularly aimed at vulnerable and SEND pupils. The school has a SEN / Inclusion Room and a Student Support Office where pupils can have respite, support to resolve difficulties, conflict resolution and social stories as needed. Student support is available, as necessary, to resolve student concerns at break and lunch times.

There is also an efficient Peer Mentoring system which sets up Match Mentors from the beginning of Year 7 for those identified at transfer. Mentoring takes place with a member of staff when the need is identified and all students are mentored by their Form Tutor. Through the proactive measures above, there should be few instances of bullying but should this occur for any student with SEN the same procedures exist as for the whole school community as stated in the Anti Bullying Policy.

<http://www.debenhamhigh.co.uk/docs/Policies/Anti-Bullying.pdf>

Social and emotional support provision available:

- Social Skills Group (PSHE+) in the first term of transfer into year 7.
- Safe Place 2 Be.
- Lunch time Clubs.
- Peer Mentoring.
- Mentoring.
- Student Support Worker
 - Talk Therapy style counselling.
 - School Nurse.

Every effort is made to ensure that all students take part in trips and enrichment activities. Risk Assessments are completed and the venues assessed for their accessibility. The rationale behind this is outlined in both the Equalities Policy and the Policy for Supporting Students in School with Medical Conditions.

What training do the staff supporting students with special educational needs and disabilities have?

The school has some staff who are experienced in teaching pupils with learning, social and communication, physical, sensory, behavioural or emotional difficulties. Also, school staff have received training around supporting students with anxiety and mental health needs in school. The school has a SENCo with experience and specialist qualifications in the field of special needs and staff who have attended Child Protection courses.

SEN Faculty staff are encouraged to attend specific training recommended by the County Support Services to improve the quality of teaching and learning and social development for SEN students. They are also required to attend whole school SEN INSET. SEN Faculty staff are advised around SEN student support needs and strategies at weekly faculty meetings.

Staff within school are advised and supported by the SENCo. INSET will be informed by the support needs of students and Faculty Reviews. Where appropriate these needs will be addressed as part of the whole school CPD programme using relevant specialists.

Whole school training needs are identified through various means, including the Subject/Faculty meetings, SEND/ Faculty Reviews, SEND parent/carer Surgeries and Pupil Perception Interviews.

How accessible is the school building?

The school is small and has a simple layout, mostly on one level. The main Special Needs / Inclusion room, the Learning Resources Centre and some main teaching rooms are situated, however, on the first floor. There is a lift in the English block and a bridge to the main part of the school to provide access to the first floor for pupils with mobility issues. There is another lift providing access to the upper floor Maths rooms. There is also a facility to access the dining area and canteen. The

provision for making the school accessible is explained in the Accessibility Plan, as is access to the curriculum. http://www.debenhamhigh.co.uk/docs/Policies/Accessibility_Plan.pdf

How will my child be supported on arrival and when leaving the school?

The school has a policy of Open Access. Pupils from any area are welcome to apply. Governors have a statutory duty to admit applicants with an Educational Health and Care Plan where this school is named. They also have a statutory duty to give the highest priority to children who are in public care and to children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Admissions are made by strictly applying the school admission policy criteria in priority order until the number to be admitted equals the PAN (125). See school Admissions Policy.

All Year 6 pupils who are offered places at Debenham High School are offered at least three visits prior to transfer and out of catchment students and students from small primaries are offered an additional visit. Additional arrangements are made for ASD or high anxiety students to visit on a need basis often supported by the identified County Inclusion Support Service teacher. Referrals are made by primary schools for transitional support from the County Inclusion Support Service as required. The Head of Year 7 makes frequent visits to the pyramid Primary Schools throughout the year.

In the Summer Term, a visit from a Teaching Assistant is offered to all feeder primary schools and where it is requested Teaching Assistants from the High School visit feeder primaries and work alongside identified SEN students in the Primary Schools to allow the students to get to know members of the High School support staff.

Parents/carers are invited to visit the High School prior to registration but can at any time arrange to meet the SEN Co-ordinator and tour the school.

The Early Help Team will be consulted, through the CAF system, when students in year 11, with an Education, Health and Care Plan, are in danger of being NEET (not in education, employment or training) at the beginning of year 12.

Colleges and Sixth Forms will liaise with the SENCo around the transfer of SEN students into Further Education and the SENCo will send transfer documents to colleges and sixth forms where students on the Special Needs Register are transferring. The SENCO will liaise with the SENCO of the other school when a student transfers schools and SEN paperwork will be sent on to the new school.

How does the school assess students with special educational needs?

Students with SEN will participate at all stages of assessment and individual target planning for their educational, social or emotional needs. The SENCo monitors the progress and provision made for students on the SEN Register through Annual Reviews for students with an Education, Health and Care Plan and through Individual Education Plans for all students on the Special Needs Register. Individual Education Plans will be drawn up by Heads of Year, Form Tutors, English and Maths teachers and the SENCo. The IEP and reviews are discussed with the student who has the opportunity to add to or edit them. Such plans will normally be reviewed termly, in line with the School Reporting System as appropriate. All students will be provided with subject targets through the subject teacher comment on the Annual Reports.

Meetings with the SENCo are offered to parents of students on the SEND Register on a twice yearly basis to review IEPs, provision and student progress. The SENCo is also available to meet with parents at yearly parents' evenings.

Assessment of all students takes place in all subject areas in a variety of ways including milestone assessments, end of unit tests, regular marking, end of Key Stage assessments and Year examinations. Identified pupils with significant difficulty with reading or spelling will be assessed on a yearly basis with diagnostic tests for reading, spelling and speed of processing. All students are graded against the Debenham High School Assessment Framework (grading works in line with the GCSE 1 to 9 grading with supporting levels W1, W2 and W3 below this to allow demonstration of progression in the lower years in the school). A skills framework is used in each subject to assess where students are and identify next steps. Attainment grades are reported in the Interim and Annual Reports. These grades are used to track progress. Progress is monitored by Head of Year and progress of SEN students is also monitored by the SENCo and Head of Pastoral Care. Appropriate access arrangements for assessments will be identified by subject teachers and SENCO and reviewed on a yearly basis to ensure that JQC requirements are met.

How does the school communicate with parents and carers?

The school considers its relationship with parents/carers to be of utmost importance in ensuring the educational progress of all of its students. Parents/carers may telephone or visit the school to discuss a concern and a member of the Senior Leadership Team is available if necessary. An appointment may be made to meet any teacher.

The school holds Parents' Evenings once a year for all year groups and parents are invited into school for information evenings.

Parents/carers of pupils with special educational needs are invited twice yearly to attend SEN Surgeries which allow a one to one session with the SENCo to review and discuss progress, provision and targets set within Individual Education Plans.

Annual Reviews are held for pupils with an Education Health and Social Care Plan The parent/carer may appoint a named person who can attend meetings with them. The school encourages parental participation throughout referral and review processes.

Along with the more formal approaches listed above, the Student's Log Book is a valuable method of communication between parents/carers and the school. Staff are encouraged to write both positive comments and reminders in the Log Book, which is regularly checked by the Form Tutor and home.

How are students consulted about their learning provision and needs?

Students who have an EHCP attend their Annual Review meeting and they are asked to comment on their provision within school. IEP targets are discussed with students three times a year so that they understand their targets and have the opportunity to amend these. During these informal meetings, the student's identified key worker will talk to the student about their experiences in school. The findings of these are shared with the appropriate staff. Students with an Educational, Health and Care Plan complete a Profile Page which outlines their strength;

areas for improvement; best suited learning styles and support strategies and hopes for the future on a yearly basis. Also, during the SEN Review, students are invited to discuss their learning in the Pupil Perception Interviews.

Who should I talk to about my child's difficulties with learning and special needs?

The SEN Co-ordinator (SENCo), is responsible for Special Educational Needs and Disabilities and is the member of staff to contact with regard to questions and concerns within this area. The SENCo works under the general direction of the Assistant Head (pastoral care), Louise Ramsay. A nominated Governor takes a particular interest in SEN. Individual members of the teaching staff are responsible for identifying pupils who are causing them concern in their form group or teaching group.

How are the schools resources to support students with special educational needs and disabilities allocated?

In all departments, resources required are bought out of subject capitation. The SEN Co-ordinator holds a special budget to be spent on items specifically needed for SEN pupils. Funding is available to support Year 7 students who have not achieved the expected level in English or Maths (unsure that the school get this now – needs checking) and High Tariff Needs Funding is available for pupils with significant barriers to learning as assessed through the County SEN Top Up Funding system.

What are the arrangements for making complaints, resolving disagreements, moderation and young people's right to appeal?

The first point of contact for complaints about SEN provision within the School will be the SENCo and/or member of the Senior Leadership Team. If the complaint requires further attention, it will be passed on to the Head Teacher or the Governing Body and dealt with in line with the school complaints procedure.

The success of the school's SEN offer will be evaluated by:

- Review each year by the Senior Leadership Team and SENCo.
- Measurement through standardised tests, milestone assessments, end of unit tests and other assessments adopted by departments to monitor pupil progress to highlight academic progress.
- Use of reading, writing and spelling assessments to track progress in key literacy based subjects.
- Movement of pupils in the small groups to mainstream English or Maths and appropriate movement between other setting arrangements.
- Increased pupil self-esteem, confidence and well-being. The evidence for which is collected through pupil perception interviews, mentoring, attendance figures, raised levels of attainment and social interaction, movement off counselling, decreased visits to Student Support.
- Improved attendance figures.
- Parental awareness of SEN provision within the school; agreement and satisfaction with the arrangements made. Informal opportunities to receive parental feedback arise throughout the year; a formal opportunity is provided in the parental survey completed during the SEN Faculty Review.
- Pupils making expected progress appropriate to their starting point
- Pupils leaving at the end of Key Stage 4 moving into employment with training, college placements or sixth form placements.

- Staff feeling sufficiently supported by the SEN department. The evidence for which is collected in the SEN Faculty Review.
- Through the Annual Review of the faculty, led by the Senior Leadership Team
- Through annual review of all faculties and the impact of the teaching on progress of SEN pupils.

How do you evaluate your SEN provision?

SEN provision is evaluated through a variety of methods:

- Full Faculty Review annually conducted by the Senior Leadership Team, which involves lesson observations of small group provision; book checks; student feedback; parental written survey; staff/TA panel
- Through tracking student progress and attainment with Case Studies and Progress Tracker
- Through Reading and Spelling Tests for those below functional reading age
- Through next step destination data for students on SEN register at the end of Year 11
- Through SEN Surgeries bi-annually where parental feedback is welcomed

How can parents/carers be involved in the school?

Parents/carers of SEN students will be involved in their children's education. Their own knowledge, views, experiences and information about their child make them valuable contributors to their child's educational progress. There are opportunities for parents to work with or as part of Friends of Debenham High School to raise funds and provide social opportunities for parents. There is a parent representative on the school's governing body. Parents/carers working within specialist job fields provide career information for students.

Where can parents/carers find details of the Local Offer?

As required, the school has sent their SEND Offer to the Local Authority to form part of the Local Offer. Details of the SEND Local Offer can be found at the following link:

<http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/localoffer.page?localofferchannelnew=0>

Which other agencies can help with SEND issues?

The Special Needs Officer (SNO) that covers our school is Anna Palmer. She can be contacted at the Lowestoft Office: (Think we now come under western area – needs checking)

anna.palmer@suffolk.gov.uk

01502 674713

The Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) provide information, advice and support to young people and children with SEN or disabilities aged 0 - 25 and their parents, about education, health and social care. They provide legally based, impartial, confidential and accessible information and advice as well as casework and representation when needed.

In Suffolk, parents and young people can contact the SENDIASS Helpline on 01473 256210. This is often busy so please leave a message if you don't get through straight away and they will get back to you as soon as possible.

Contact details are available through the following link

<http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=trYx-9jmOv8>

When will this Offer be reviewed?

The Policy will be reviewed every year or as it is required. Next review is due in June 2019.