



# Bishop Challoner Catholic College

## Special Educational Needs and Disability Policy

### Our Mission Statement

In our Community of Faith in  
Bishop Challoner Catholic College  
We give glory to God by developing our full potential and in  
Our service to others  
In the name of the Father and of the Son and  
Of the Holy Spirit

### Introduction

At Bishop Challoner Catholic College all children are entitled to a broad, balanced, relevant and differentiated curriculum. As a Catholic school, we acknowledge the unique creation of every person and endeavour to meet the individual educational needs of all pupils. We are committed to providing the right support in order to meet the needs of every pupil so that they can reach their full potential. Every teacher is a teacher of every pupil including those with special educational needs and disability (SEND).

This policy complies with the statutory requirement laid out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years, January 2015 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE June 2014
- Bishop Challoner's SEND Information Report, September 2017 (available on the school's website)
- Statutory Guidance on Supporting pupils at school with medical conditions, April 2014
- Keeping Children Safe in Education, September 2016.
- Teachers Standards 2012
- The principles embedded in this policy link to other policies relating to: Admissions, Attendance, Antbullying, Behaviour, Safeguarding, Complaints Procedures, Disability Equality Scheme and Policy, Freedom of Information, Looked After Children, Pupil Premium and Race Equality Policy.

This policy was created by the school's Special Educational Needs Coordinator and the Assistant Special Educational Needs Coordinator, with the SEND Governor in liaison with the Senior Leadership Team, staff and a forum of parents and pupils with SEND. Co-producing this policy complies with the spirit of the SEN and Disability Code of Practice 0-25 (2015).

A paper copy of this policy is available by contacting the school office on 0121 444 4161.

### Bishop Challoner's Special Educational Needs Co-ordinator

Mrs E Breen is the school's Special Educational Needs Coordinator (SENCO) and the Designated Teacher for Child Protection. She is a Vice Principal and a member of the Senior Leadership Team.

Mrs Breen holds the National Award for SEND Coordination and can be contacted via the school office on 0121 444 4161.

### **According to the SEN and Disability Code of Practice 0 to 25 years (2015)**

*“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 or young person 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 facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.”*

DfES: Special Educational Needs and Disability code of practice: 0 to 25 years, January 2015 p15-16.

### **Aims**

- To provide an environment in which all pupils are able to reach their potential
- To raise the aspirations of and expectations for all pupils with special educational needs; improving their outcomes
- To ensure that the special educational needs of pupils are identified, assessed and provided for
- To identify the roles and responsibilities of staff in providing for a pupil’s special educational needs
- To ensure pupils are partners with school and parents in the decision making about their education
- To ensure that parents are able to play their part in supporting their child’s education

### **Objectives**

- To implement the SEN and Disability Code of Practice 0 to 25 years (January 2015)
- To respond to the requirements of any Statement/ Education and Health Care Plan (EHC Plan) relating to a pupil in school
- To adhere to the Birmingham Local Authority (LA) guidelines for Inclusion
- To implement the Equality Act 2010
- To maintain a directory of pupils with special educational needs and disabilities (SEN Support and pupils with an EHC Plan)
- To liaise with outside agencies to assist in making appropriate provision for children with special educational needs and disabilities
- To monitor, record and evaluate the progress of pupils on a continuous basis
- To establish a good communication system, both within the school and between school, external agencies, governors and parents/carers.
- To work closely with senior staff, pastoral staff and subject teachers, providing information on pupils and their needs
- To ensure that a wide variety of teaching strategies are used for pupils with special educational needs, including the use of information technology to support learning
- To ensure that pupils with special educational needs and/or disabilities are fully included in all

aspects of school life

- To work with pupils in order that they find suitable college/training/employment when they leave school
- To encourage parents to become partners with the school in their child's education
- To regularly review the policy and provision for special educational needs and disabilities (SEND)

### **Identifying Special Educational Needs**

Clear procedures (see Appendix One) exist within school to identify a pupil's special educational needs under the broad areas of need: **communication and interaction, cognition and learning, social, emotional and mental health difficulties, sensory and or physical needs**. The purpose of identification is to work out what action school needs to take, and not to fit a pupil into a category. Bishop Challoner Catholic College considers the needs of the whole child which includes more than their special educational needs.

Records for pupils with SEND from primary schools are used to identify those pupils already on the SEND Directory. The Assistant SENCO and Head of Year 7 visits primary feeder school SENCOs during May and June to discuss the needs of the pupils and the provision that has been made for them in primary school.

All pupils on entering Year 7 are given a group reading test and a spelling test, the results from these will determine if further assessment is required. Pupils are placed on the SEND Directory if they meet the criteria as described in Appendix 2 (Definitions of SEND Codes). All pupils on the SEND Directory are tested again at the end of the academic year. Progress is measured and reviews of interventions take place.

The SENCO, Assistant SENCO, Learning Support Coordinator and Higher Level Teaching Assistant (HLTA) determine the targets to be set for each pupil. A profile is written for all pupils identified as having needs and these profiles are shared with all staff on SIMS. A pupil profile provides a concise summary of pupil's strength and weaknesses and identifies barriers to learning.

Pupils who need extra support will be placed on Bishop Challoner's SEND Directory. Parents of those pupils will be informed by letter and invited into school to discuss their child's special needs and provision. Every endeavour will be made to make reasonable adjustments for pupils who may have a disability under the Equality Act 2010. Pupils who need specialist help at a level which school is unable to provide, are referred to an appropriate outside agency.

It is important to consider the following that may impact on progress and attainment but are not special educational needs:

- Disability ( the Code of Practice outlines the "reasonable adjustment " duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEND)
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of a Serviceman/woman

## **A Graduated Approach to SEND Support**

Subject teachers are responsible for the progress and development of pupils in their class, including the support given by Teaching Assistants or external agencies. High quality teaching, differentiated for pupils' needs, is the main way we respond to pupils with SEND. Additional intervention and support cannot make up for a lack of good teaching. However, if pupils still experience a significantly greater difficulty in learning then further assessments will be carried out. Bishop Challoner Catholic College practises the recommended graduated approach of: Assess, Plan, Do and Review.

- The SENCO organises the assessment of the pupil's needs.
- The SENCO, Assistant SENCO, Learning Support Coordinator and subject teachers in consultation with parents and the pupil **plan** the adjustments, interventions and support that will be put into place.
- Teaching Assistant's will be deployed to meet the specific needs of each child on the SEND Directory. They will meet with children individually to write a 'One Page Profile' together. This will say what is important to and important for the child. It will also inform school staff how to best support that child. Listening to and working with the child is very important at Bishop Challoner Catholic College.
- To **do** the plan, the subject teacher remains responsible for working with the pupil.
- The interventions are formally **reviewed** termly against expected impact on progress taking into account the views of the parent and pupil.
- Every pupil is reviewed six times each year by the Review Group (SENCO, Assistant SENCO and Learning Support Co-ordinator) using on track data from each subject teacher, school reports, PASS data and attendance.

## **Managing pupils' needs on the SEND Register**

In order to fully comply with the SEN and Disability Code of Practice 0 to 25 years, 2015, the SENCO has a managerial role in coordinating effective educational provision for children with special educational needs. The responsibilities are:

- overseeing the day to day operation of this policy
- liaising with and advising colleagues and subject departments
- coordinating provision for children with special needs
- maintaining the school's SEND Directory and overseeing the records on all pupils with SEND
- advising on the graduated approach to providing SEND support
- liaising with parents of children with SEND
- contributing to the in-service training of staff and governors
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- liaising with and being a key point of contact to external agencies including the educational psychology service and other support services, medical and children's services and voluntary bodies
- liaising with the next providers of education to ensure a pupil and their parents are informed about options for a smooth transition
- working with the Principal and school governors to ensure school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements

All pupils on the SEND Directory are in teaching groups equivalent to their academic ability. Therefore, SEND support is dispersed across many teaching groups and in consultation with subject teachers to the level of support that is required.

## **SEND Support**

Interventions are provided that are **additional to or different from** those provided as part of our school's usual differentiated teaching. Intervention is triggered by concerns raised by teachers and others and supported by evidence about a pupil who, despite receiving quality first teaching and differentiated learning opportunities:

- makes little or no progress even when teaching approaches are targeted particularly in a pupil's identified area of weakness
- shows signs of difficulty in developing literacy or mathematics skills that result in poor attainment in some curriculum areas
- has sensory or physical problems, and continues to make little or no progress despite the provision of specialist equipment
- has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of quality first differentiated teaching.

Concerns are also triggered by concerns raised by parents and / or pupils themselves. Listening to pupils and parents is an essential partnership at Bishop Challoner Catholic College.

The SENCO facilitates further assessment of the pupil's specific needs. The SENCO plans future support and expected outcomes for the pupil in discussion with colleagues. The action taken is monitored and reviewed against the outcomes. Where the pupil needs individual tuition to meet their needs, it is planned and provided by the Learning Development Department. The pupil's teachers remain responsible for working with the pupil on a daily basis and for planning and delivering an individualised programme.

All known information about the pupil is collected and additional new information is sought from the parents and others. A pupils' profile is updated regularly. All members of staff are directed to SIMS where the needs of pupil(s), the level of support to be provided, relevant assessment data and strategies for supporting the pupil(s) to achieve are kept.

Parents are consulted and kept fully informed of the action taken to help their child, and of the outcome of the action.

If progress is not made against expected outcomes, then the SENCO liaises with external support services and professionals to provide appropriate strategies to support a pupil. The specialist services, together with the Learning Development Department staff plan the provision together and provide support.

If expected outcomes are met, the level and type of intervention will be reviewed and modified. If, however, expected outcomes have not been met and the pupil still has a significantly greater difficulty in learning than their peers, then a request for an Education and Health Care Plan (EHC Plan) will be considered.

## **Education and Health Care Plans**

The SENCO follows the process governed by the SEN and Disability Code of Practice 0 to 25 years (2015). See Appendix B: 'statutory timescales for EHC needs assessment and EHC plan development' from Code of Practice, 2015.

We ensure that pupils with SEND receive equality of entitlement to the National Curriculum and are integrated into all the activities of the school as far as it is practicable.

## **Parental involvement and links with Primary Schools**

We actively seek to work with parents of pupils with SEND, and this process begins when the pupils are in Year 6 through annual reviews of EHC Plans.

The Open Evening at the beginning of Year 6 is an occasion when parents of prospective pupils have the opportunity to meet with staff and look at resources in the whole school. Staff explain the work of the Learning Development Department to parents so that they are clear about the kind of support that is available to their child.

The Assistant SENCO asks all primary school SENCOs to invite her to Year 6 annual reviews for pupils with EHC Plans. This affords the Assistant SENCO an early opportunity to meet with parents and hear their views about the provision that needs to be made for their child.

The SENCO and Assistant SENCO attends the Induction Evening for the new Year 7 pupils which takes place in July. This provides an opportunity for parents concerned about their children's needs to discuss the provision that may be made for them.

Parents of pupils with SEND are encouraged to contact the Learning Development Department at any time if problems arise in school or at home.

EHCP review meetings take place and parents and external agencies are invited to attend and contribute to the review. Bishop Challoner Catholic College is using more pupil centred approaches to glean pupil's views about their learning.

Drop in sessions for parents and their children with ASD, ADHD and for parents and their children with a hearing impairment have been organised. Annually, an information meeting for parents and their children with cognition difficulties has been held. Feedback from parents from these meetings has shown that parents feel their children are well supported and they can ask questions in a supportive environment. Parents also say they welcome the advice and information from members of staff from the Communication and Autism Team and the Sensory Support Service. For parents who are unable to attend these meetings, relevant information is emailed to keep parents and their children informed.

Where necessary, the SENCO provides parents with information about services that can support them including the SEND Information, Advice and Support Service (SENDIASS) and other voluntary organisations.

## **Training and resources**

Keeping all staff up to date with changes in SEND policy and practice is essential to achieving successful

outcomes for pupils with SEND. Mrs Breen will ensure that all teaching and other relevant staff are aware of a pupil's specific SEND. The training is delivered by school staff with specialist knowledge and experience as well as by external agencies.

- School-based INSET is provided for teaching assistants.
- Teaching staff also attend in-service training organised by outside agencies to develop their skills and knowledge in working with pupils with SEND.
- Each department has a link SEND member of staff who attends SEND inset meetings, where outside agencies are invited to share their expertise.
- The SENCO attends courses to keep up to date with new policy and procedures and extend her expertise.

The notional SEND budget is used to provide a high staffing ratio and resources for pupils with SEND. Funding for pupils with a statement of SEND/EHC Plan is accessed via CRISP funding route which is allocated to the school depending on the individual needs of the pupil. Pupils with an EHC Plan may have a personal budget identified by the Local Authority (LA). The LA provides details about personal budgets in their local offer. This can be accessed at: <https://www.birmingham.gov.uk/localoffer>

## **Roles and responsibilities**

The governing body appoints a governor who is specifically responsible for special educational needs. Our governor for SEND is Mrs J McGettrick; she ensures that the school and the SENCO carry out their duties.

Bishop Challoner is committed to providing highly skilled staff and the Learning Development Department consists of:

Mrs. E Breen –Vice Principal and SENCO  
Mrs S Warhurst – Assistant SENCO  
Mrs C Milne – Learning Support Coordinator  
Miss M Wray – Higher Level Teaching Assistant  
Mrs. L McGowan – Level 3 Teaching Assistant  
Mrs. S Taylor – Level 2 Teaching Assistant  
Mrs. A Wall – Level 2 Teaching Assistant  
Miss E McGuire – Teaching Assistant  
Ms C Wakelin – Teaching Assistant  
Ms J Spencer – Student Support Coordinator  
Mrs K Peckover – Student Support Coordinator  
Mrs. M Court – SEND Administration Support

### **Mrs S Warhurst – Assistant SENCO**

Whose duties are as follows:

- To deputise in the SENCO's absence
- To monitor the progress of pupils receiving SEND Support or who have an EHC Plan
- To lead reviews for pupils with an EHC plan
- To track the deployment of the notional SEND budget and allocated resources
- To keep up to date with new policy and practice and disseminate information to the department / school/ governors as appropriate
- To liaise with outside agencies and ensure advice is implemented

- To deliver training to teaching assistants and other staff as appropriate
- To visit Year 6 feeder schools and compile relevant data
- To liaise with the school's careers advisor and support pupils with Post 16 choices

### **Mrs C Milne – Learning Support Coordinator**

Whose duties are as follows:

- To research and implement strategies to enable students to access the support they need to make progress towards and achieve their learning goals; in particular, those students with a learning difficulty, disability, or literacy / numeracy / language support requirements.
- To carry out individual and group screening, testing and assessment.
- To monitor the progress of identified students.
- To develop and update the Learning Development Directory.
- To provide information, advice and training to staff regarding learning difficulties and barriers to learning.
- To assess individual students for exam access arrangements and to make applications for these on their behalf.
- To provide information and advice to parents in order for them to support their child's learning.

### **Ms J Spencer – Student Support Coordinator**

Whose duties within the Learning Development Department are as follows:

- Coordinating support for students with social, emotional and mental health needs
- Making home visits where needed
- Assessing and addressing the needs of children who require help to overcome barriers to learning, both inside and outside school
- To develop relationships with students needing particular support
- To maintain regular contact with parents/carers to keep them informed of progress and to ensure positive family support and involvement
- Working alongside Heads Of Year, the SENCO, the pastoral team and the Learning Development Department to support needs of pupils

The teaching assistants' line manager is Mrs Breen, the SENCO. Mrs Breen and Mrs Warhurst lead the performance management reviews of teaching assistants. Each teaching assistant provides support for pupils with a statement/EHC Plan in lessons and during social time when needed. Teaching assistants also deliver small group and 1-1 literacy programmes such as 'Fresh Start', 'Toe by Toe', 'Stride Ahead' as required, to pupils receiving 'SEND Support' and those pupils with an EHC Plan. Every teaching assistant has a specific area of responsibility e.g. for pupils with a hearing impairment. Teaching assistants play a key role in liaising with pupils, subject teachers (who remain responsible for the pupil's progress) and parents. They also monitor pupils' progress and provide support during transition or periods of change within the school calendar.

- Mrs Breen is the Designated Senior Leader for child protection and the designated teacher for Looked After Children
- Mr C Clinton is responsible for managing Pupil Premium

### **Storing and managing information**

Data is stored in the school's information management systems which is password protected:

- Pupil profiles
- Test and screening results
- Subject assessments
- General information

All pupils with SEND also have paper files which contain Y6/Y7 transfer information, outside agency reports, statements etc where applicable.

### **Dealing with complaints**

The staff and Governors are committed to resolving complaints as quickly as possible. If at all possible, concerns and complaints will be handled and resolved informally without the need to make a formal referral. Any complaints are taken very seriously and are dealt with promptly and efficiently by the SENCO who

- encourages parents to come into school to discuss their views and problems
- consults the SEND records
- refers to other staff
- discusses the issues with the Principal

Parents can refer to the Complaints Procedure on the school website for further information.

### **Success criteria for this policy**

*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*

DfES: Special Educational Needs and Disability code of practice: 0 to 25 years, January 2015

### **Monitoring and reporting arrangements**

The Principal is responsible for day to day management of all aspects of the school's work including special educational needs and keeps the governing body fully informed.

The SENCO provides an annual written report to the Governing Body, detailing current issues, developments and future plans. The Assistant SENCO provides termly reports to the SEND Governor. The SENCO, Assistant SENCO and SEND Governor meet termly when they discuss current practice. The SENCO and Assistant SENCO expect to be challenged by the SEND Governor in order to continually improve practice and delivery for all pupils with SEND at Bishop Challoner Catholic College.

### **Reviewing the policy**

This policy is monitored by the Principal, the SENCO and the Assistant SENCO. They also receive support from Mrs Jo McGettrick, the named Governor for SEND at Bishop Challoner Catholic College; parents

with children who have SEND and pupils on the SEND Directory.

**Reviewed: October 2017**  
**Next Review: October 2018**