



**Park Academy West London**  
an Aspirations Academy

## SEND policy

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## INTRODUCTION

Park Academy West London is committed to equal opportunity for all. We believe that a special educational need should not exclude a student from having full, independent access to the National Curriculum: we focus on providing training that allows class teachers to facilitate the learning of those with special educational needs in their classroom, and interventions that provide students with the foundations they need to learn independently, taking ownership over their own success, and building the skills they need to seek Post 16 opportunities and lead independent adult lives.

Equal opportunity for all includes equal access to intervention and support. We understand Literacy and Numeracy skills are integral, thus the Inclusion Department aims to support all Key Stage 3 (KS3) students who have extreme difficulty developing these skills, irrespective of whether testing indicates a student has a specific learning difficulty.

In line with the Local Authority Guidance, all children will be admitted to Park Academy West London, irrespective of their need, provided the Academy is suitable for the age, ability, aptitude and special educational need of the child or young person; and that the attendance of the child or young person is not incompatible with the efficient education of others or the efficient use of resource.

This policy complies with the statutory requirements in the SEND Code of Practice 0 – 25 2014, and should be read in conjunction with the following guidance, information, and policies:

- The Equality Act 2010
- The Mental Health Act 1983
- Supporting Students at School with Medical Conditions 2015
- Keeping Children Safe in Education 2020
- Park Academy West London's Safeguarding Policy

This policy has been created with the principles outlined in the SEND Code of Practice 0 – 25 2014, co-produced with Senior Leadership (Mr. Jones), SENDCo (MS Matharu), Assistant SENDCo (Mrs Grant), influenced by the views of parents, carers, and students.

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## GENERAL PRINCIPLES

Park Academy West London aims to:

- ensure every effort is made to allow all students with special educational needs to experience educational success, and to feel that they are a valued member of the Park Academy West London community;
- support students in developing independence and self-esteem;
- give adequate support to parents and carers of children with special educational needs;
- provide all students with equal educational opportunities through the planning, organisation and implementation of differentiated lessons;
- give all students the opportunity of early intervention
- recognise and allow for individual differences between students, understanding that:
  - children develop intellectually, emotionally and physically at different rates;
  - children's needs change with time and circumstances.
- ensure the support we provide must be adapted to support each individual child's development, as well as any new findings that enhance our understanding of specific needs.

The staff at Park Academy West London will work together as a whole academy to achieve these aims by:

- communicating to ensure prompt identification of special educational needs;
- monitoring and reviewing students' performance and progress, through formal and informal assessment;
- working in partnership with students to ensure that they play an active and valued role in their own education, including setting targets, monitoring and reviewing their own progress;
- acknowledging that parents or carers of students with a special educational need may need support and liaise with necessary staff to ensure parents and carers are sufficiently supported;
- working in partnership with parent and carers by liaising with and supporting them to ensure that they play an active and valued role in the education of their children.

The SEND Department will work with Year Group Leads, to achieve these aims by:

- testing to ensure prompt identification of students who may have special educational needs;
- monitoring and reviewing students' performance and progress, implementing interventions based on student progress;
- ensuring early intervention through independent testing at KS3, and for any KS4 student who joined the Academy after the testing was carried out;
- conducting quantitative early interventions for Literacy to ensure all students are working towards meeting their chronological reading age;
- ensuring GCSE students with a special educational need have required assessments to ensure they have relevant Access Arrangements;
- reviewing progress termly including Annual Review meeting for children who have an EHCP.;
- planning and implementing small group or one-to-one interventions that focus on developing the academic and social emotional skills required to independently access the curriculum and become an active part of the school community;
- working in partnership with appropriate outside agencies to ensure a multidisciplinary approach to planning and implementing appropriate and effective support;
- working in partnership with students, staff, parents, and carers to ensure details of students needs and possible interventions are communicated fully;
- working in close partnership with the Pastoral and Attendance teams to ensure students are supported by all relevant teams.

## 1. DEFINITIONS, AREAS OF NEED AND IDENTIFICATION

Students are identified as having a special educational need when they demonstrate difficulty making the expected amount of progress compared to most students of the same age.

Park Academy West London recognises that children with special educational needs may fall into one or more of the four broad areas of need:

**Communication and interaction:** Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. 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 impact on how they relate to others.

**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). Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

**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. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactivity disorder or attachment disorder.

**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 their learning, or habilitation support.

Park Academy West London recognises that a student may have more than one special educational need, and that one specific need can impact one or more of the areas above. We also recognise that students without the needs above may still require extra intervention and aim to support those performing significantly below their peers in Literacy or Numeracy by placing them on our special educational needs Register for as long as necessary.

## **2. ASSESSMENT**

Internal and external professionals, teachers and parents or carers are often called upon to support in the assessment process of an individual who may be suspected as having one or more special educational need. Once this has been achieved, Park Academy West London will let families or carers know, and if required a meeting will be arranged to discuss the support and intervention required. This will enable the young person or their families the chance to express their thoughts and desires in relation to the provision to be provided. Subsequent meetings will follow with parents or carers, internal and possibly external professionals in relation to the progress and review of the support needed, this will occur until the time when the individual is making an adequate level of progress and achieving to a similar rate as their peers.

### **2.1 Screening Assessment to identify students with literacy difficulties**

Consideration will be given to administering a range of assessments to students in Years 7 and 8, to have an indicator of student progress in reading throughout KS3.

### **2.2 Individual assessment of students with literacy difficulties**

If a student's tests indicate they have a literacy difficulty, the SEND Department will continue to assess students annually to measure progress, if a student has agreed to take part in an intervention, they will be tested termly.

### **2.3 Assessment by Local Authority Services**

Some students will present with learning difficulties which will require assessment by one of the services provided by the Local Authority. In each case, evidence of the student's difficulties is required, along with details of the provision which has already been made to support the student before a referral can be made by the SENDCO. This assessment cannot be conducted without support of the student's parent or carer, who will be consulted and asked to complete relevant Information-gathering forms and give formal consent.

### **2.4 Assessment by educational psychologist**

In some cases, students will be assessed by an educational psychologist to help identify support required to access the curriculum. In such cases, the decision to provide a student with an educational psychologist assessment will be made by the SENDCO and relevant members of SLT.

### **2.5 Assessment for Access Arrangements and Reasonable Adjustments**

Special arrangements are made for students who are sitting examinations to ensure that they receive the arrangements to which they have an entitlement. Students are assessed in accordance with the requirements of the examination board concerned and the necessary access arrangements are made. Some students will require access arrangements or reasonable adjustments for the GCSEs or BTEC examinations. In each case, decision to test a student will be based on the history of their special educational need, their reading age, and in some cases, a SNAP assessment.

## **3. PROVISION FOR STUDENTS ON THE SEND REGISTER**

### **3.1 The role of a SENDCO and Assistant-SENDCO**

- Work with the Senior Leadership Team and Principal to determine the strategic development of the SEND policy and provision in the school.
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual students with SEND, including those who have an EHCP.
- Provide guidance to colleagues and work with staff, parents, and other agencies to ensure that students with special educational needs receive appropriate support and high-quality teaching.
- Be the point of contact for external agencies, especially the local authority and its support services.
- Ensure the school keeps the records of all students with SEND up to date.

### **3.2 The role of Teaching Assistants**

- To create and implement interventions that support students who have special education needs to:
  - become independent learners;
  - develop socially or emotionally;
  - understand their need and overcome the difficulties they might face due to their need;

- support students in succeeding academically;
  - build fundamental Literacy and Numeracy skills.
- To support parents or carers of students with special educational needs.
- To support the SENDCO and Assistant-SENDCO in sharing information about students who have special educational needs with teachers and relevant staff.

### 3.3 The role of the Subject Teacher

- All teachers at Park Academy are teachers of students with special educational needs or disabilities.
- All teachers plan to include everyone in their lessons and work is provided at the appropriate level for students to access their learning and make good progress including homework.
- All teachers should provide opportunities for students with SEND to reach their full potential academically and socially.
- All subject teachers have a key role in ensuring that this takes place and that an appropriate range of teaching and assessment material is available to meet the needs of all levels of ability.
- All teachers contribute to the assessment, monitoring, recording and reporting of progress of students with special educational needs including preparing reports.
- Subject teachers access information about each student via our SEND Registers, SEND Student Profiles, student-centered meetings, and training by external agencies. Teachers will use this information to inform their lesson planning and their creation of resources.
- The monitoring of progress of SEND students is the responsibility of all teachers of these students.

### 3.4 The role of Curriculum Areas

- Teachers should recognise the wide range of student abilities and departmental schemes of work should reflect awareness of the need to provide appropriate work.
- Each department should provide appropriately adapted/differentiated work for the full range of ability.
- Teachers should be aware of the importance of identifying students who have special educational needs and referring them to the SENDCO.
- Time should be allocated during departmental meetings so that SEND is a regular item.
- All teachers, where appropriate, will contribute to the identification, assessment, monitoring, recording, and reporting of progress of students with special educational needs.
- Where support staff are involved, they are expected to contribute to the monitoring process.

### 3.5 The role of – Senior Leaders

- Senior Leaders - work closely with the SEND Team to identify students who may need additional support.
- Senior Leaders – support families and children with SEND who may benefit from a reduced or modified timetable
- Senior Leaders - be aware of the importance of identifying students who have special educational needs and referring them to the SENDCO.
- Senior Leaders should allocate time during departmental meetings to ensure that SEND is a regular item.
- Senior Leaders – to work closely with the SEND Team to ensure that there is 3 x year progress meeting for children with SEND

## 4. MONITORING STUDENT PROGRESS

Student progress is monitored by the following means:

- Through SEND Review Procedure (Section 5).
- Through the whole-school review procedure; data entries by subject teachers are used by the SENDCO to assess progress in attainment.
- SEND Team meetings

## **5 THE REVIEW PROCEDURE**

### **5.1 Annual Reviews of Students with EHCPs**

Annual Reviews will be held in accordance with LA procedures and statutory requirements. Students with an EHCP will also be reviewed at the twice-yearly reviews, unless their Annual Review is scheduled within a few weeks of this time. Guidance Staff will be invited to attend Annual Reviews, along with other in-school staff and professionals from other agencies who are working with the student. An additional meeting is held with the subject teachers.

In the case where we feel we are no longer able to meet a student's needs at Park Academy West London, an Emergency Annual Review will be held. The school will inform the Local Authority and suggest parents or carers should contact SENDIAS.

### **5.2 Reviews for students at SEND Support level.**

SEND Reviews are held twice a year with parents to discuss how their child is progressing. An additional meeting is held with the subject teachers.

## **6. MAKING A COMPLAINT**

The Governing body is responsible for ensuring that a complaint has been dealt with through the academy's specified complaint procedure:

- Any parent who is unhappy with the SEND provision at Park Academy West London should first discuss their concerns with the SENDCO.
- If parents remain concerned, further discussion should take place with the SENDCO and SLT Line Manager of the SENDCO.
- Following this stage, parents/carers should refer to the Academy's Complaint Procedure.