



## Inclusion and Special Educational Needs and Disability (SEND) Policy

### Policy Version Control

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<b>Author</b>	SENDCo Villiers Primary School
<b>Approved By</b>	Trust Board
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<b>Description of Changes</b>	<p><u>Section 3</u></p> <p>i. Termly changed to Biannual</p> <p><u>Section 9</u></p> <p>i. 9.5 Officer changed to Team</p> <p><u>Appendix 1</u></p> <p>i. Relevant Changes in personnel updated</p>

## 1. Aims

Our values-based Trust strives to provide an inclusive curriculum. We celebrate and value the diversity of our communities and aim to work in harmony together - taking into account every child's individual needs and experiences in order to prepare them for life beyond primary school. It is the aim of SHINE Academies:

### **To provide equality of opportunity for all children**

The National Curriculum secures entitlement for all children to a number of areas of learning and gives them the opportunity to develop the knowledge, understanding, skills and attitudes that are necessary for their self-fulfillment and development as responsible citizens. We promote the principles of fairness and justice for all through the education that we provide in our educational trust.

SHINE Academies actively works to promote educational and social inclusion. This is achieved by:

- Valuing the contribution of all individuals and groups within the school community
- Ensuring that access and opportunities are equally available to everyone
- Recognising that diversity is an asset
- Monitoring the involvement, achievement and progress of all groups, taking steps to ensure all groups and individuals are included

We aim to do this by:

- Setting suitable learning challenges
- Responding to pupil's diverse learning needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils

## 2. Legislation and Guidance

This policy will have due regard to legislation, including, but not limited to:

- [Children and Families Act 2014](#) (and related regulations)
- [Health and Social Care Act 2012](#)
- [Equalities Act \(2010\)](#)
- [Mental Capacity Act 2005](#)
- [Children's Act 1989](#)

It will also take into account statutory and non-statutory related guidance, including, but not limited to:

- [SEN Code of Practice 0-25 \(2015\)](#)

### **3. Introduction**

At SHINE Academies, all our children are important, and this applies to all aspects of their education – their teaching and learning, their achievements, their attitudes and their well-being. We encourage all our children to aim for the highest possible standards and we consider each child's individual needs and experiences.

Schools within SHINE Academies will work closely with Local Authorities (LA) who are ultimately responsible for the local SEND offer.

To promote and provide an inclusive education at SHINE Academies we:

- Provide a broad and balanced curriculum for all pupils.
- Have high expectations, setting suitable and challenging targets for all children.
- Celebrate success and achievement through weekly achievement assemblies and the awarding of certificates for achievement.
- Identify groups of children within the school to monitor and track progress and attainment.
- Monitor the progress and attainment of all children against national and school-based targets, which are set and reviewed on a yearly basis.
- Actively seek to remove any barriers to learning by evaluating and reviewing planning, teaching strategies, resources employed and the work of children in the school.
- Employ a wide range of teaching strategies and styles in classroom practice, using resources creatively to accommodate the complete range of needs and abilities among our children.
- Are committed to continued school improvement.
- Actively involve parents in their child's education through regular parent's evenings, review meetings for children on the SEND register, biannual reports and informal contact between staff and parents.
- Provide a wide range of extracurricular activities and opportunities open to all children at various stages throughout the school.
- Monitor the implementation of all policies to ensure all children have equality of access and treatment.
- We strive to meet the needs of all pupils at SHINE Academies and take into account each individual child's background and cultural experiences and make sure that we plan accordingly.

#### **4. Key Principles**

- All children have access to an appropriate education that affords them the opportunity to achieve their personal potential.
- Inclusion is about excellence and choice - and these are celebrated.
- Parents and carers have an essential part to play; inclusive education incorporates the views of parents/ carers and the child.
- The interests of children are paramount, and all involved in the education of children must actively seek to remove barriers to learning and participation.

#### **5. Vulnerable Groups**

There are a number of identified groups of pupils and families for whom this policy is particularly pertinent:

- Pupils with Special Educational Needs or Disabilities (SEND)
- Pupils whose home language is not English (EAL)
- Pupils who are Children in Care (CIC)
- Pupils who are More Able
- Pupils with physical or sensory impairments
- Pupils whose families may be Asylum Seekers or Refugees
- Pupils from Traveller families
- Pupils who might be subject to abuse or harassment, for whatever reason
- Pupils under the care of Social Services or pupils who may be in public care, or living with foster families
- Pupils who are young carers
- Pupils whose family are in crisis or under great stress
- Pupils at risk of significant harm
- Pupils with poor attendance or persistent absentees (PAs)
- Pupils who are at risk of disaffection and exclusion from school.

#### **6. Staff Training**

Staff will be provided with training that is relevant to the needs of the children they are working with. Those staff working with children with medical/physical/ needs will receive training in-line with needs identified through a child's Individual Healthcare Plan, Individual Educational Plan (IEP), Educational Health Care Plan (EHCP), Individual Behaviour Plan (IBP) and/or reports/information received from professionals in other agencies.

All staff will receive training in supporting pupils with additional needs within the school's

continuous professional development programme.

## **7. Areas of Special Educational Need**

The law states that a child has a special educational need if he/she has a:

- Significantly greater difficulty in learning than the majority of others of the same age.
- Disability or health condition which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

SHINE Academies will make provision for pupils with the following four kinds of need:

- Cognition and Learning
- Communication and Interaction
- Social, Mental, Emotional Health
- Sensory/And or Physical

## **8. Admissions**

SHINE Academies will ensure it meets its duties under the Schools Admissions Code of Practice by:

- Not refusing admission for a child that has named the school in their Education Health Care (EHC) plan
- Adopting fair practices and arrangements in accordance with the Schools Admission Code for the admission of children without an EHC plan.
- Considering applications from parents of children who have SEND but do not have an EHC plan.
- Not refusing admission for a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs.
- Not refusing admission for a child on the grounds that they do not have an EHC plan.

## **9. Roles and Responsibilities**

**9.1 The Trust Board, SHINE Central Team, Headteacher and senior leaders have a responsibility to:**

- Fully engage parents and / or young people with SEND and additional needs when drawing up policies that affect them.
- Identify, assess and make provisions for all children and young people with SEND and additional needs.
- Make reasonable adjustments for pupils with disabilities to help alleviate

any substantial disadvantage they experience because of their disability as per the Equalities Act 2010. The Act does not set out what would be a reasonable adjustment or a list of factors to consider in determining what is reasonable. It will be for the Headteacher in collaboration with staff to consider the reasonableness of adjustments based on the circumstances of each case. However, factors a school may consider when assessing the reasonableness of an adjustment may include the financial or other resources required for the adjustment, its effectiveness, its effect on other pupils, health and safety requirements, and whether aids have been made available through the Special Educational Needs route).

- Take necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised.
- Publish annual information on the school's SEND Policy, setting out the measures and facilities to assist access for pupils with disabilities.
- Publish accessibility plans setting how they plan to increase access for pupils with disabilities to the curriculum, the physical environment and to information, reviewable every 3 years.
- Provide suitable, full-time education from the 6th day of a fixed term exclusion permanent exclusion of a pupil with SEND, in line with their EHC plan.
- Ensure that the curriculum; in its narrow and broadest senses, is personalised to match the needs of the pupils who attend the school.
- School Leaders also ensure that the principles of Inclusion are applied to all activities which pupils engage in at School or on Educational Visits; this includes the variety of extended school activities that are offered.
- Ensure that those teaching or working with the pupil are aware of their needs and have arrangements in place to meet them.
- Ensure that teachers monitor and review the pupil's progress over the course of the academic year.
- Cooperate with local authorities during annual EHC plan reviews.
- Ensure that the SENDCO/inclusion leader has sufficient time and resources to carry out their functions.
- Provide the SENDCO/inclusion leader with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities in a similar way to other important strategic roles within the school.
- Regularly and carefully review the quality of teaching for pupils at risk of underachievement, as a core part of the school's performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable pupils and possess knowledge of the SEND most frequently encountered.

## **9.2 The Inclusion Leader/SEND Coordinator (SENCO) must:**

- Be a qualified teacher.

- Attain the National Award in Special Educational Needs Coordination within three years of appointment (SENDCO only).
- Collaborate with the governing body and headteacher to determine the strategic development of SEND and inclusion policy and provision in the school.
- Work with governors and the headteacher to ensure that the school meets its responsibilities under the Equality Act (2010) around reasonable adjustments and access arrangements.
- Undertake day-to-day responsibility for the operation of SEND and inclusion policy.
- Coordinate the specific provision made to support individual children with SEND, including those who have EHC plans.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Be a key point of contact with external agencies, especially the Local Authority (LA) and LA support services.
- Liaise with the potential future providers of education to ensure that the pupil and their parents are informed about options and a smooth transition is planned.
- Provide professional guidance to colleagues and work closely with staff members, parents, carers and other agencies.
- Be familiar with the provision in the Local Offer and be able to work with professionals providing a support role to the family.
- Ensure, as far as possible, that pupils with SEND and additional needs take part in activities of the school together with those who do not have identified needs.
- Ensure that the school keeps the records of all pupils with SEND and additional needs up to-date.

### **9.3 Class teachers must:**

- Plan and review support for their pupils with SEND and additional needs, on a graduated basis, in collaboration with parents, the SENDCO/inclusion leader and, where appropriate, the pupil themselves. This will take place formally every term, however class teachers are responsible for monitoring the support given to children in their class with SEND and additional needs on a regular basis.
- Inform the child's parents that provision is being made.
- Set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment.
- Use appropriate assessment to set targets which are deliberately ambitious.
- Plan lessons to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving.

- Teachers seek to provide pupils with learning opportunities, which will allow all the pupils to access the subject taught, encounter appropriate challenge and promote progress.
- Additional or different provision and its outcomes are recorded by the teacher by means of a SEND plan and provision map.
- Teachers take the lead role in monitoring the attainment, learning, behaviour and well-being of pupils in their class. This information is recorded and pupils' achievement and needs are discussed and further planning undertaken by way of Progress Meetings which are led by the Headteacher, Deputy Headteacher and Assistant Headteacher.

#### **9.4 Teaching assistants must:**

- work with individuals or groups of pupils during lessons to support pupils' learning and promote their well-being. The work of a TA is directed by the teacher during lessons.
- advice and training for specific work or duties may also come from an outside specialist, for example - a Speech and Language Therapist or they may be directed by other teaching staff within the school, for example the Inclusion Leader.
- To address very specific needs, pupils may be withdrawn for short periods during class times to work individually. Alternatively, some work may occur alongside others within a small group, when the need is common to all.
- In order to best utilise their support for pupils' learning, the deployment of Teaching Assistants within the school is strategically managed by Senior Leaders in consultation with Phase Leaders and Class Teachers.

#### **9.5 Family Liaison Leader/Officers:**

- Schools have a Family Liaison Team who take the leading role in coordinating support and provision for children and families who require additional support for behaviour and emotional wellbeing.
- The family liaison Team work closely with outside agencies, liaise with social services and other agencies as appropriate and 'signpost' and/or access other available services to families and the school.
- The family liaison Team have a key role in promoting and supporting inclusive practice at the school.

#### **9.6 Behaviour Leader:**

The behaviour leader undertakes a variety of tasks which include:

- Observing and engaging with any pupils who may be vulnerable, liaising with class teachers or senior staff regarding any concerns.
- Helping to devise ways of best supporting the pupils requiring additional

behaviour support.

- Observing the well-being of pupils within social settings and spending time within classes and working with individual pupils.
- Undertaking individual or group work with pupils whose behaviour gives us cause for concern.
- Taking a supporting role in working alongside external family support agencies.
- Provides regular contact between school and families.

### **9.7 Educational Psychologist:**

- The school has an Educational Psychologist, who works on a referral basis.
- The Educational Psychologist will observe and work with children with additional needs; will provide support and give advice to staff on the best provisions for the child to promote inclusion.
- The Educational Psychologist will liaise with outside agencies and families to inform them of suggested support plans.
- In partnership with the Head Teacher, the Inclusion Leader, senior leaders and class teachers, advises, evaluates and plans for the development of inclusive practice and provision across the school.

### **9.8 Speech and Language Therapist:**

Children who are identified as having additional speech and language needs receive support from the allocated speech therapist. Targets are set and supported by all staff working with the child.

### **9.9 Local Authority**

By law, the Local Authority **must**:

- **Issue the draft and final Education, Health and Care Plan (EHCP)** if the assessment shows that special educational provision is needed, and make sure the plan is clear, specific and delivered on time.
- **Review the EHCP at least once a year** to check that it still meets your child's needs and make changes if necessary.
- **Publish a Local Offer** explaining the support available in the area, keep this under review, and involve parents and young people in improving services. [\[local.gov.uk\]](http://local.gov.uk)

## **10. Involving Pupils and Parents in Decision making**

Effective planning should help parents, children and young people with SEND and additional needs express their needs, wishes and goals, and should:

- Focus on the child or young person as an individual, not their label.

- Be easy for children, young people and their parents to understand and use clear ordinary language and images, rather than professional jargon.
- Highlight the child or young person's strengths and capacities.
- Enable the child or young person, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in future.

## 11. Funding

Even though we prioritise and maximise the use of available funds, this only goes part way to meeting the extra costs involved. We also require additional funding and resources from the Local Authority (LA) in order to achieve the aim of catering for all pupils equally.

SHINE Academies will allocate the appropriate amount of core per-pupil funding and notional Inclusion budget outlined in the local offer for the SEN provision of its pupils.

Personal budgets are allocated from the local authority's high needs funding block and SHINE Academies will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.

The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

## 12. Additional Resources Available

In achieving provision, which will meet the wide range of pupils' differing needs, we are supported by a number of specialised health or educational bodies.

Those agencies most commonly involved in supporting pupils are:

- The Speech and Language Therapy Service to Schools
- The Occupational Health Therapy Service for Pupils (OTs)
- The School Nursing Service
- Wolverhampton Inclusion Service including the Educational Psychology Service (EPS)
- Child and Adolescent Mental Health Service (CAHMS)
- The Information, Advice and Support Service 'for special educational needs and disability'
- Doctors and Consultants from New Cross Hospital/Walsall Manor Hospital or similar institutions.
- Wolverhampton Outreach Service (Villiers and Northwood Park only)
- Old Hall Special School (Lodge Farm/Busill Jones only)
- Phoenix EBD School (Lodge Farm/Busill Jones only)
- Visually Impaired (Lodge Farm/Busill Jones only)

- Local Authority Specialist teachers (Northwood Park / Villiers Primary only)
- Outshine Outreach Service SEMH (Martin Wilson / Crowmoor Primary only)
- ELSEC Early Language Support for Every Child (Martin Wilson / Crowmoor Primary only)
- SIS Sensory Inclusion Service (Martin Wilson / Crowmoor Primary only)

### 13. Local Offer

SHINE Academies will cooperate generally with the local authority and local partners in the development and review of the local offer.

### 14. Identification of Pupils with SEND

To identify pupils with SEND, SHINE Academies will use a 4-wave model:

**Wave 1:** the class teacher identifies a child who is making little or no progress, despite receiving adaptive teaching and learning opportunities through teachers' normal planning. The class teacher then consults with the SENCO and an 'Notification of Concerns Form' is completed. At this point the child's parents/carer should be contacted and alerted to the concerns that have been raised and enlist their active help and participation. The child will be put into appropriate interventions to see if progress can be made.

**Wave 2:** when the decision has been made by the SENCO and the class teacher to move the child onto Wave 2, the class teacher forms a SEND plan with the participation of the parents/carer. The SEND form involves 3 different forms being completed by the class teacher in consultation with the parents/carer. These include: the initial plan or plan review, agreed targets and agreed provisions.

**Wave 3:** The SEND plans are reviewed, and new targets are set at the end of each term, although if a child achieves a target before the review date the class teacher will set a new target when necessary. If after two SEND reviews the child has still made little to no progress, despite extra provision in school, the class teacher, SENDCO and parents/carer meet to discuss the support of external services being used to support progress being made in certain areas. For example, occupational therapy, speech and language, physiotherapy, educational psychologist etc.

**Wave 4:** the class teacher and the SENDCO are supported by outside agency involvement in how best to support the children in school with SEND. However for those children who still make no progress and fall significantly behind their peers, an application will be made for an EHC plan. Any child in school who currently has an EHC plan will be supported on wave 4.

### 15. Interventions

Interventions can be implemented through Wave 1 and 2 where a pupil:

- Makes little or no progress when teaching approaches are targeted specifically at a child's identified areas of weakness.
- Shows signs of difficulty in developing literacy or mathematical skills which result in poor attainment in some curriculum areas.
- Presents persistent emotional or behavioural difficulties which are not ameliorated by the positive behaviour management techniques employed by the school.
- 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 a differentiated curriculum.

The class teacher or SENDCO, in consultation with parents, will talk with the parents about seeking advice from external support services, if a pupil:

- Continues to make little or no progress in specific areas over a long period.
- Continues working at National Curriculum levels substantially below that expected of children of a similar age.
- Continues to have difficulty in developing literacy and mathematical skills.
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised behaviour management program.
- Has sensory or physical needs and requires specialist equipment or regular advice or visits by a specialist service.
- Has an ongoing communication or interaction difficulty that impedes the development of social relationships and cause substantial barriers to learning.

## **16. Assessment**

SHINE Academies will, in consultation with the pupil's parents, request a statutory assessment of SEND where the pupil's needs cannot be met through the resources normally available within the school.

The school will meet its duty to respond to any request for information relating to a statutory assessment, to the local authority, within 6 weeks of receipt.

If the decision is taken not to issue an EHC plan, the school will consider and implement the recommendations of feedback from the local authority, regarding how the pupil's outcomes can be met through the schools existing provision.

## **17. Education and Health Care Plans**

- SHINE Academies will meet its duty to respond to the local authority within 15 days, if it is named on a pupil's EHC plan.

- The school will consult with the Local Authority regarding any child that names the school in an EHC plan.
- The school will ensure that all those teaching or working with a child named in an EHC plan, are aware of the pupil's needs and that arrangements are in place in to meet them.
- The school will request a re-assessment of an EHC plan following an initial assessment, if a pupil's need significantly change.

### **17.1 Reviewing an EHCP**

SHINE Academies will:

- Cooperate to ensure an annual review meeting takes place, including convening the meeting on behalf of the local authority if requested.
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.
- Seek advice and information about the pupil prior to the annual review meeting from all parties invited.
- Send any advice and information gathered to all those invited prior to the annual review meeting.
- Co-operate with the local authority during annual reviews.
- Prepare and send a report of the meeting to everyone invited.

## **18. SEND and Disability Tribunal**

SHINE Academies will meet any request to attend a SEND Tribunal and explain any departure from its duties and obligations under the SEN Code of Practice.

## **19. English as an Additional Language (EAL)**

### **19.1 Definition**

The term EAL (English as an Additional Language) is used to refer to pupils whose main language at home is other than English. EAL pupils, from complete beginners to those with considerable fluency, will have varying degrees of difficulty in accessing the full curriculum and in achieving their full potential. Research has shown that those new to English will acquire conversational fluency in two years, but will need a minimum of five years to achieve competence in academic English. Such pupils will need language support if they are to reach their full potential.

### **19.2 Identification and Assessment**

Pupils who are EAL are identified upon starting the school. If it is clear that a pupil's fluency levels are low then they will be assessed using the EAL Stages.

### **19.3 Progress**

This is monitored by the EAL Coordinator and through Progress Meetings by the Headteacher, Deputy Headteacher and Assistant Headteacher.

### **19.4 Provision for EAL pupils**

The EAL Coordinator meets all mid-phase admissions and will liaise with class teachers and Inclusion Leader if a new pupil has English as an additional language. If a pupil is in the early stages of the 'EAL Stages' then the pupil will be included in a specific EAL intervention support.

## **20. More Able Pupils**

### **20.1 Definition**

'More Able' pupils refers to pupils who achieve, or have the ability to achieve, significantly above average in one or more of the National Curriculum including art, performing arts or physical education.

### **20.2 Aims**

At SHINE Academies it is our aim to provide:

- An extended challenge for the most able pupils
- A distinctive provision for the most able pupils
- Opportunities for children to use, demonstrate and test their skills
- Opportunities to celebrate particular talents and gifts

### **20.3 Identification**

Greater Depth children will be identified through:

- Statistical data: results of end of Key Stage Assessments/ Baseline/ results of school based formal assessments
- Teacher's professional judgement
- Liaison with outside agencies
- Awards, certificates and achievements from inside and outside of school

Greater Depth pupils in English may be identified when they:

- Demonstrate high levels of fluency and originality in their conversation.
- Use research skills effectively to synthesise information.
- Enjoy reading and respond to a range of texts at an advanced level.
- Use a wide vocabulary and enjoy working with words.

- See issues from a range of perspectives.
- Possess a creative and productive mind and use advanced skills when engaged in discussion.
- Work confidently on objectives for year groups higher than their own.
- Achieve levels in end of year tests above those expected for their year group.

Greater Depth pupils in Mathematics may be identified when they:

- Explore a range of strategies for solving a problem.
- Are naturally curious when working with numbers and investigating problems.
- See solutions quickly without needing to try a range of options.
- Look beyond the question in order to hypothesise and explain.
- Work flexibly and establish their own strategies.
- Enjoy manipulating numbers in a variety of ways.
- Work confidently on objectives for year groups higher than their own.

#### **20.4 Provision**

The needs of our Greater Depth children will be met in several ways, through:

- Grouping children appropriately.
- Differentiation Adaptive Teaching– providing tasks and materials with a suitable challenge.
- Links with outside agencies- secondary schools.
- Extension activities and/or challenge tasks and enhancement opportunities, e.g.
  - Extension activities within classroom work
  - Investigational work
  - Using and applying skills taught in a new context
- Flexible teaching and learning styles – identifying and addressing learning styles
- Classroom assistant support
- Development of higher order thinking skills
- Specific resources
- Homework
- Specific tuition- music tuition
- Monitor the school’s provision for pupils identified as being ‘more able’
- Monitor the progress of pupils identified as being ‘more able’.

### **21. Preparing for Secondary School**

SHINE Academies will ensure that it meets its duty to prepare children for adulthood, including the following:

- Ensuring that advice and information provides high aspirations and a wide range of options for pupils with SEND.
- Helping pupils and parents understand and explore how the support they will receive in school will change as they move into different settings, and what support they are likely to need to achieve their ambitions.
- Securing access to independent face-to-face support for pupils with SEND or disabilities to make successful transitions.

## **22. Arrangements for Transfers between schools/settings**

The requirement for transfer of pupil data and information at the end of each Key Stage and when children change school, applies equally to the transfer of SEND information. Therefore, Individual Action Plans, evidence of outside assessment, evidence of intervention etc. will need to be transferred, along with the usual data, within fifteen days of the child leaving the school. Schools/ settings need to be able to demonstrate that this has happened.

Additionally, it is good practice for the SENDCO/ learning support teacher/ resource base teacher to work with feeder schools, at the very least during the term prior to transfer, in order to understand the needs of identified pupils. Best practice would be for receiving schools to work with feeder schools in a way that allows them to influence the way in which targets are written, to ensure they are meaningful when the child starts at their new school. This not only allows them to ensure that the agreed targets and ways of working are relevant to the new school, but also to start the process of building a relationship with the child and their parent/ carer.

## **23. Data and Record Keeping**

SHINE Academies will:

- Include details of SEND, outcomes, teaching strategies and the involvement of specialists, as part of its standard system to monitor the progress, behaviour and development of all pupils.
- Maintain an accurate and up-to-date register of the provision made for pupils with SEN.
- Record details or additional or different SEN provision on a provision map.

## **24. Confidentiality**

SHINE Academies will not disclose any EHC plan without the consent of the pupil's Parents/carers with the exception of disclosure:

- To the SEND and Disability Tribunal when parents appeals and to the Secretary of State if a complaint is made under the Education Act 1996.
  - On the order of any court for the purpose of any criminal proceedings.

- For the purposes of investigations of maladministration under the Local Government Act 1974.
  - To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986 or from the Children Act relating to safeguarding and promoting the welfare of children.
- To Ofsted inspection teams as part of their inspections of schools and local authorities.
- To any person in connection with the pupil's application for disabled students
  - allowance in advance of taking up a place in higher education.
- To the principal (or equivalent position) of the institution at which the pupil is intending to start higher education.

## **25. Monitoring Arrangements**

This policy will be reviewed on an annual basis by the Director of Primary Education and approved by the Trust Board.

## **26. Links with other Policies**

- Supporting Children with Medical Conditions.
- SHINE Safeguarding and Child Protection Policy
- Accessibility Plan
- Behaviour Policy (please note that each school maintains their own Behaviour Policies based on the context and needs of the school).
- Use of Restrictive Force

**APPENDIX 1**

<b>Roles and Responsibilities</b>	<b>People in the process (Northwood Park) 01902 558715</b>	<b>People in the process (Lodge Farm) 01902 558077</b>	<b>People in the process (Villiers Primary School) 01902 558993</b>	<b>People in the process (Busill Jones) 01922 710700</b>	<b>People in the process (Crowmoor) (01743 235549)</b>	<b>People in the process (Martin Wilson) (01743 236520)</b>
<b>Chief Executive Officer</b>	Gemma Draycott					
<b>Director of Primary Education</b>	Marie Price					
<b>Link Trustee for SEND</b>	Steve White					
<b>Head Teacher</b>	Natalie Boys	Rebecca Craine	Lisa - Anne Rogers	Nicola Bayliss	Ryan Horton	David Purslow
<b>Safeguarding Officers</b>	Trudie Bentley(DSL) Keely Webb (DDSL)	Rebecca Crane(DSL) Suneeta Jackson (DDSL)	Lisa Woodward (DSL) Lisa – Anne Rogers (DDSL)	Michelle Tolley (DSL) Nicola Bayliss (DDSL)	Ryan Horton (DSL) Tracey Dowell (DDSL) Hannah Cave (DDSL)	David Purslow (DSL) Christina Cubbin (DDSL)
<b>SENCO</b>	Dominique Johnson Sophie Reaney	Nyoka Lawrence Beckles Pia Bradnock Olivia Ledgster	Lisa Woodward Bethany Ellis Liane Cole	Nicola Danks	Beth Green	Vickie Wilson
<b>Inclusion Lead</b>	Charlotte Downen	Nyoka Lawrence Beckles	Lisa Woodward	Nicola Danks	Beth Green	Vickie Wilson
<b>Governing Body</b>	Priscila Moothien	Paul Duffy	Paul Snape	Steve White	Dr Jane Parks	TBC