

SPECIAL EDUCATIONAL NEEDS DISABILITY POLICY

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November 2019	3 / Updated	Farhat Jabeen
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INTRODUCTION

This policy complies with the statutory requirement laid out in the **SEND Code of Practice 0-25 [January 2015]** and has been written with reference to the following guidance and documents:

- Equality Act 2010: Updated accessibility requirements
- SEND Code of Practice 0-25 [2015 and Updated Guidance 2024]
- Green Paper on SEND and Alternative Provision (2022)
- Academies' SEND Information Report Regulations [2014]
- Statutory Guidance on Supporting students at Academy with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document September 2013
- Safeguarding Policy
- Accessibility Plan

Section 1:

RESPONSIBILITY FOR COORDINATION OF SEND PROVISION

Iqra Academy SEND Coordinators:

SEND Coordinator (SENCo)– Jabeen Shafee
Assistant SEND Coordinator (Asst SENCo) – Shazia Ahmed

Responsibilities:

- Maintain accurate SEND records including SEND register, EHCP's and Individual Learning Plans (ILP's)
- Oversee collaboration with external agencies and health professionals
- Ensure compliance with legal standards and statutory guidance
- Provide training for staff

Section 2:

AIMS AND OBJECTIVES

At Iqra Academy:

We aim to raise the aspirations and expectations for all pupils and students with Special Education Disability Needs [SEND]. We are committed to offering an inclusive curriculum that removes barriers to learning, promote high aspirations and equitable access to education for all SEND students.

This policy aims to provide a framework, which ensures that the Special Education Disability Needs of all pupils and students are identified and that appropriate arrangements are made to meet those needs.

OBJECTIVES

1. To identify and provide for pupils and students who have special educational needs and additional needs.
2. To work within the statutory requirements outlined in the **SEND Code of Practice 2015 and Updated Guidance 2024**.
3. To provide a Special Educational Disability Needs Coordinator [SEND] who will work with the SEND



Policy.

4. To provide support and advice for all staff working with SEND pupils and students.
5. To ensure that parents/carers are informed of their child's special needs and that there is effective communication and collaboration between parents/carers and the Academy.
6. To ensure that learners express their views and are fully involved in decisions which affect their education.
7. Enable dissemination of information for outside agencies, teachers, parents/carers etc and help with planning for the child's needs.
8. Regularly review and update provisions using the Assess-Plan-Do-Review (ADPR) cycle.

Section 3:

IDENTIFYING SPECIAL EDUCATIONAL DISABILITY NEEDS

Definitions of special educational needs [SEND] taken from section 20 of the Children and Families Act 2014.

A child or young person has SEND if they have a learning difficulty or disability if they:

- (a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream Academies or mainstream post-16 institutions.

A child under compulsory Academy age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision were not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

The categories of needs as outlined in **SEND Code of Practice January 2015** are:

Communication and interaction

Children and young people with speech, language and communication needs [SLCN] have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for children with SLCN is different and their needs may change over time.

Children and young people living with Autism Spectrum Condition (ASC) are likely to have particular difficulties with social interaction.

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.

Children and young people may experience a wide range of social and emotional difficulties, which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as Anxiety or Depression, Self-harming, Substance misuse, Eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as Attention Deficit Disorder (ADD), Attention Deficit Hyperactive Disorder (ADHD) or Attachment Disorder (AD).

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 multi-sensory impairment [MSI] will require specialist support and/or equipment to access their learning or rehabilitation support.

Section 4:

GRADUATED APPROACH TO SEND SUPPORT

- All learners will have access to high Quality First Teaching (QFT) and a differentiated curriculum.
- It is the class teacher's responsibility to monitor the progress of pupils and students in the class, including pupils and students who access support from Student Support Workers/teaching Assistants.
- High quality teaching and differentiation is the first step in responding to pupils and students who may have SEND.
- Additional intervention or support cannot compensate for lack of good teaching.
- Pupils and students will only be identified as SEND if they do not make adequate progress once they have had access to additional interventions/adjustments and access to quality first teaching.
- The SEND Coordinators will liaise and gather evidence from SEND. Representatives/tutors/teachers in order to make an accurate and formative assessment regarding the pupil's and student's needs.
- For higher levels of needs when deemed necessary we will draw on specialised assessments from external agencies and professionals to help meet the pupils or student's needs.
- In line with the SEND Code of Practice 2015, we will apply the ASSESS-PLAN-DO-REVIEW cycle and involve parents/carers/families/children and young people in the process via a meeting/letter/telephone conversation.

ASSESS-PLAN-DO-REVIEW is an ongoing cycle to enable the provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are the most effective in supporting the student to achieve good progress and outcomes.

Assess

In identifying a student as needing SEND support the subject teacher, working with the SEND Coordinators should carry out a clear analysis of the pupils or student's needs. This should draw on subject assessments, teacher observations, and details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents/carers. The opinion and feelings of the individual and advice from external support services will also be considered. Any parental concerns will be recorded and compared with the Academy's information and assessment data on how the pupil or student is progressing.

This analysis will require that support and to need; barriers to learning being challenged and that the interventions being used are developing and evolving as required. Where external support staff are already involved, their work will help inform the assessment of need. Where they are not involved, they may be contacted, if this is felt to be appropriate, following discussion and agreement with parents.



Iqra Academy

regular review to ensure interventions are matched are clearly identified and

Plan

When it is decided to provide a student with SEND support, parents/carers will be informed in writing. Planning will involve consultation between the teacher, SEND Coordinator and parents/carers to agree to the adjustments, interventions and support that are required; the impact on progress or development is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil or student, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

Do

The Tutor, Deputy Head of House, Head of House and subject teachers remain responsible for working with the pupil or student on a daily basis. They will work closely with Student Support Workers/Teaching Assistances and relevant specialist staff to plan and assess the impact of support, interventions and links with classroom teaching. Support with further assessment of the pupil's or student's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SEND Coordinator.

Review

Reviewing pupil or student progress will take place at the three or four checkpoints during the academic year. The review process will evaluate the impact and quality of the support and interventions. The SEND Coordinator will revise the support and, in light of pupil or student progress and development, make any necessary amendments going forward, in consultation with the pupil or student, parents/carers and subject teachers.

Referral for an Education, Health and Care Plan

If a student has lifelong or significant difficulties they may undergo a Statutory Assessment Process, which is usually, requested by the Academy, but can be requested by a parent/carer. This will occur where the complexity of need or a lack of clarity around the needs of the pupil or student are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review involving parents/carers, SEND Coordinator and the Local Authority.

The application for an Education, Health and Care Plans will combine information from a variety of sources including parents/carers, teachers, SEND Coordinator, Social Care and Health Professionals.

Information will be gathered relating to the current provision and a summary of any action points taken; the preliminary outcomes of the targets set form the basis of the profile. A decision will be made by a group of people from education, health and social care about whether the pupil or student is eligible for an EHC Plan. Parents/carers have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Education, Health and Care Plans [EHCP's]

1. Following Statutory Assessment, Peterborough City Council will provide an EHC Plan, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Applications must be processed within the **statutory timeline of 20 weeks**. The EHCP assessment process must include collaborative planning with staff in Academy, parents/carers, Health, Education and Social care teams.
2. Parents/carers have the right to appeal against the content of the EHC Plan. They may also appeal against the Academy named in the Plan if it differs from their preferred choice.
3. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's or student's formal record and reviewed at least annually by staff, parents/carers and the pupil or student. The **Annual Reviews** evaluate the progress and outcomes of EHCP's involving all stakeholders.

MANAGING PUPILS OR STUDENTS ON THE REGISTER

Once identified, pupils or students are recognised according to their level of need using the SEND Code of Practice 2015. The statutory guidance for identification, assessment and provision of SEND is documented with the Code of Practice and is based on a model known as '**Graduated response**'.

Iqra Academy adopts a graduated response to meeting special educational needs that requires the initial use of classroom and Academy resources before bringing specialist expertise to bear on the difficulties that a pupil or student is experiencing. When a young person is identified as having special educational needs, the Academy will intervene. Such interventions are a means of helping the Academy and parents/carers match special educational provision to individual pupil or student needs.

If a pupil or student is known to have special educational needs when they arrive at the Academy, staff will:

- use information from the primary school to provide an appropriate curriculum for the pupil or student and focus attention on action to support the pupil or student within the class,
- ensure that ongoing observation and assessment provides feedback about the pupil's or student's achievements to inform future planning of the pupil's or student's learning,
- ensure opportunities for the pupil or student to show what they know, understand and can do,
- refer to the pupil's or student's Individual Learning Plan for strategies to support their needs.

Provision for pupils or students with special educational needs is a matter for the Academy as a whole. We believe that all colleagues share responsibility for the progress of all learners, including those with identified SEND.

All teachers are teachers of SEND and must ensure that learning tasks are well matched to the individual ability of each pupil or student. Such differentiation is fundamental to SEND pupil or student access to the curriculum. By implementing best practice teaching and learning for all and recognising and using strategies that promote individual progress fewer pupils or students should need to be recognised as needing any additional provision.

The SEND Coordinator has responsibility to ensure that the SEND register is up to date and accurate and is reviewed as part of an ongoing process throughout the academic year.



Section 5:

CRITERIA FOR EXITING THE SEND REGISTER

Pupils or students may be removed from the SEND register if as part of the ASSESS –PLAN-DO- REVIEW process they have met desired outcomes and are exceeding expected progress.

Section 6:

PUPILS/STUDENTS AND FAMILIES

Partnership with parents/carers plays a key role in enabling children and young people with SEND to achieve their potential. The Academy recognises that parents/carers hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents/carers of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.

Young people with special educational needs often have a unique knowledge of their own needs and their views about what sort of help they would like to help them make the most of their education will be ascertained. They will be encouraged to participate in all the decision-making processes, contribute to the assessment of their needs, the review, and transition processes.

An important feature of the SEND Code of Practice is the partnership between parents/carers and the Academy. We strongly endorse key principles within the Code of Practice and we would like parents/carers to be partners and to operate in a culture of co-operation. Therefore, we would actively encourage parents/carers to contact their child's Tutor or SEND Coordinator regarding any concerns or queries.

ADMISSIONS FOR SEND OR DISABLED STUDENTS

In line with the Equalities Act 2010, no child is excluded based on SEND and we will take all reasonable steps to provide effective educational provision [see Admission Policy for the Academy, as agreed with the Local Authority].

The aim of the Academy is to meet the needs of the child of any parent who wishes to register at the Academy. In the case of students with a statement of special educational needs or EHCP the SEND Coordinator will work closely with the Local Authority named officer in coming to a decision about the most appropriate provision for the student.

For further information, please see our admissions policy.

TRANSITION

We will ensure early and timely planning for transfer to a pupil's or student's next phase of education and, in the year before they leave, will offer transition meetings to all pupil's or students in receipt of additional SEND support and all those with EHCP or Statements of Special Educational Needs. Pupils or students with Education Health and Care Plans will have next phase destinations and transition arrangements discussed at plan review meetings convened by the plan coordinator.



- Pupils, students and parents will be encouraged to consider all options for the next phase of education and the Academy will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.
- Support for the pupils or student in coming to terms with moving on will be carefully planned and will include transition taster sessions to support the next phase but may also be offered additional transition visits.

Section 7

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AT THE ACADEMY

The Academy recognises that pupils or students with medical conditions should be properly supported so that they have full access to education, including trips and physical education. Some children with medical conditions may be disabled and where this is the case, the Academy will comply with its duties under the Equality Act 2010.

Section 8

MONITORING AND EVALUATION OF SEND PROVISION

The monitoring and evaluation of the effectiveness of our provision for vulnerable learners is carried out in the following ways:

- classroom observation by the SEND Coordinator/ Curriculum Lead/Senior Management Team or SEND TDET Academy Link.
- on-going assessment of progress made by intervention groups,
- scrutiny of planning,
- teacher interviews with the SEND Coordinator/SEND TDET Academy Link.
- informal feedback from staff,
- pupil or student interviews,
- pupil or student tracking and using assessment data,
- regular meetings between SEND Coordinator/SEND TDET Academy Link and SMT,
- data analysis,
- pupil, student and staff questionnaires.

Section 9

TRAINING AND RESOURCES

- The SEND Coordinator will regularly attend local network meetings to stay updated on best practice.
- All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the Academy Improvement Plan and annual schedule of professional learning. They will also be provided with ongoing professional development in mental health support, assistive technologies and differentiation strategies.
- Specialist advice and expertise in relation to assessment and support of individual pupils or students will be commissioned by the Academy from the open market.



Section 10:

ROLES AND RESPONSIBILITIES

The Governing Body has due regard to the SEND Code of Practice when carrying out its duties towards all students with SEND ensuring that the following roles and responsibilities are clearly defined:

- Role of SEND Governor [Yousaf Ismaeel]
- Name of Designated Teacher with specific Safeguarding responsibility [Sahdia Zafar]
- SEND Coordinators [Jabeen Shafee and Shazia Ahmed]

Section 11:

POLICY REVIEW

We will review the SEND Policy annually to ensure it complies with legislation.

Section 12:

ACCESSIBILITY

- We will make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children and young people might require and what adjustments might need to be made to prevent that disadvantage.
- Ramps and lifts are an integral part of both build and there is access to toilets for people with disabilities.
- Disabled bays for parking are located close to the doors for ease of access.
- Personal Emergency Evaluation Plans (PEEPs) will be made available for all students with a disability.

Section 13:

COMPLAINTS

If there are any complaints relating to the provision for pupils or students with SEND these will be dealt with in the first instance by the class teachers and SEND Coordinator/SEND TDET Academy Link, then, if unresolved, by the Principal. Escalations are handled per the general complaints procedure.



Section 14:

BULLYING

The Academy's Anti-Bullying Policy outlines measures to protect and mitigate the risk of bullying of our vulnerable pupil or students protect vulnerable students.

For further information on the steps we take at Iqra Academy, please see the Academy's anti-bullying policy.

Section 15: Useful information regarding SEND

www.youngminds.org.uk

www.centre33.org.uk

www.aboutkidshealth.ca – Learning & Education tab

www.empoweringparents.com

www.autism.org.uk

www.idonline.org