



Lampton School

Special Educational Needs and Disability Policy 2020-21

Date of publication: **September 2020**

Date of Review: **July 2021**

SLT Responsible: **Assistant Headteacher**

Trust Board Committee: **Outcomes**

Lampton uses the definition for **Special Educational Needs and Disability from the Code of Practice (2015)**:

SEND: 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.

Disability: Many children and young people who have SEND may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEND, but there can be an overlap between disabled children and young people and those with SEND. Where a disabled child or young person requires special educational provision they will also be covered by the SEND definition.

This policy has been written in consultation with the following professionals:

Named professionals in school

<p>SEND Governor Ms N Woolman</p>	<p>Maintain strategic oversight of the schools systems and processes for supporting pupils with SEND Link between the SENDCO and the schools governing body Meetings with the Assistant Headteacher (AHT) for Inclusion and/or SENDCO to discuss SEND provision, strategies and progress</p>
<p>Mrs M Bolton Assistant Headteacher for Inclusion BA QTS (Hons), PDip (Special Education), Post Grad Cert - National SENCO Award</p>	<p>Responsibility for the delivery of the strategic vision for SEND students at Lampton School. Ensuring that staff are well informed and receive in-depth training to ensure highly effective teaching in the classroom. Reviewing the curriculum offer to ensure that students with SEND receive a broad and balanced curriculum. Reviewing and implementing whole school initiatives to meet the needs of our students with SEND. Overseeing and improving communication with families and external professionals so there is effective collaborative support in place. Developing and evaluating interventions to offer bespoke packages of support for our students.</p>
<p>SENDCo Ms F D Hasan BA QTS (Hons), MEd Hons(Open), Post Grad Cert – National Association of Special Education Needs</p>	<p>Overseeing the day-to-day operation of the school's SEND policy. Co-ordinating provision for children with SEND. Liaising with the relevant Designated Teacher where a Looked After Child has SEND. Advising on the graduated approach to providing SEND support. Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively. Liaising with parents/carers of pupils with SEND. Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies. Being a key point of contact with external agencies, especially the local authority and its support services. Liaising with potential next providers of education to ensure a pupil and their parents/carers are informed about options and a smooth transition is planned. Working with the Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with</p>

	<p>regard to reasonable adjustments and access arrangements.</p> <p>Working with departments and subject leaders to develop teaching strategies and learning resources for children with SEND.</p> <p>Ensuring that the school keeps the records of all pupils with SEND up to date.</p>
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Statutory Framework

This document has been updated and developed in line with Department for Education's legislation and guidance; The Children and Families Act 2014, The Special Educational Needs Code of Practice 2015, supporting pupils at school with medical conditions 2010, and the Equality Act 2010. This policy will have regard to this guidance when meeting this requirement.

<http://www.legislation.gov.uk/ukpga/2014/6/contents>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Where children have a disability, the requirement of the Equality Act, 2010 will apply. Where children have an identified special need, the SEND Code of Practice, 2015 will apply. All staff has a duty of care to follow and co-operate with the requirements of this policy. This policy will be reviewed with the Assistant Head for Inclusion in consultation with the Academy's Governing Body.

The Code of Practice provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014 and associated regulations and applies to England. It relates to children and young people with special educational needs (SEN) and disabled children and young people.

A 'young person' in this context is a person over compulsory school age and under 25. Compulsory school age ends on the last Friday of June in the academic year in which they become 16. For ease of reference, young people are referred to in this Code of Practice as 'over 16'.

This policy will use definitions and terminology in line with the Code of Practice 2015.

All teachers are teachers of pupils with special educational needs; it is a whole school issue that therefore requires a whole school approach.

Definition of SEND provision/SEND support

Area of Need	Definition	Examples
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.	Speech & Language and Communication Needs (SLCN), Developmental Language Disorder (DLD), Autism Spectrum Condition (ASC) including Asperger's Syndrome.
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. Specific learning difficulties (SpLD), affect one or more specific aspects of learning.	Moderate Learning Difficulties (MLD) Severe Learning Difficulties (SLD), Profound and Multiple Learning Difficulties (PMLD) Dyslexia, Dyscalculia, Dyspraxia.
Social, Emotional and Mental Health Difficulties	Children and young people may experience a wide range of social, emotional and mental health difficulties. These may include becoming withdrawn or isolated, as well as displaying challenging or disturbing behaviour. Other young people may have disorders such as Attention Deficit Disorder, Attention Deficit Hyperactive Disorder or Attachment Disorder.	Mental Health Difficulties (anxiety, depression, self-harming, substance misuse, eating disorders) Attention Deficit Disorder (ADD), Attention Deficit Hyperactive Disorder (ADHD), 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. Many children and young people with will require specialist support and/or equipment to access their learning.	Vision Impairment (VI), Hearing Impairment (HI), Multi-Sensory Impairment (MSI), Physical Disability (PD)

Lampton School supports pupils with a broad range of SEND including:

- Dyslexia
- Developmental Language Disorder
- Speech, Language and Communication Needs
- Specific numeracy difficulties
- Autistic Spectrum Conditions
- Moderate Learning Difficulties
- Vision impairment
- Dyspraxia
- Hearing Impairment
- Children with Physical Disabilities
- ADHD

General Principles Behind the Policy

Every pupil in the school has an entitlement to personal, social and intellectual achievement. All pupils are entitled to the opportunity to achieve their potential in learning. Every pupil is unique as regards their characteristics, interests, abilities, motivation and learning needs. It is the role of the school to take this diversity of need into account in its delivery of the curriculum. Those children with Special Educational Needs should have access to high quality and appropriate education.

Key Principles of Inclusion

All children are educable and should be equally valued whether or not they have SEND. Inclusion is most likely to be achieved when their diversity is recognised and regarded positively. All staff are responsible for inclusion. Children are entitled to receive a broad, balanced and relevant curriculum. We recognise that appropriate advice, support and resources are required to achieve this for some pupils in the mainstream curriculum.

All children and their parents/carers are entitled to be treated with respect and have their views taken into account. All arrangements should protect and enhance the dignity of those involved.

Our values and vision for SEND at Lampton: Excellence, Respect, Integrity

The aim of Inclusion at Lampton School is to consider the structure, teaching approaches, pupil grouping and use of support so that they respond to the needs of all pupils. Special educational provision at Lampton is underpinned by high quality first teaching.

High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this.

Lampton School is dedicated to providing exceptional learning experiences for all students where there are no limits to achievements. We provide

inspirational teaching and support to all pupils to become superb learners and good citizens. This is done within a harmonious, diverse and safe environment where all members of the school community are valued and respected. We celebrate excellence and take pride in ourselves, our school and our community.

Excellence- we are the best that we can be in everything we do

Equality – Everybody has an equal chance to achieve their potential

Celebration – all achievements are celebrated

Respect – we treat all member of our school community with care and consideration

Integrity – we do the right things at all times

Collaboration – we work together and with others

All staff commitments:

- Be committed to maximising inclusion and minimising exclusion plan for diversity.
- Work to develop appropriate environments for all pupils and adopt appropriate teaching methods and approaches.
- Take care to have appropriate pupil groupings.
- Support all pupils with identified needs.
- Delivering quality first teaching.
- Engage in a programme of Continued Professional Learning (CPL) in areas of SEND.

The Role of the Governing Body:

- Do its best to ensure the necessary provision is made for any pupil who has special educational or disability needs.
- Ensure that teachers in the school are aware of the importance of identifying, and providing for, pupils who have special educational needs.
- Ensure that a pupil with SEND joins in the activities of the school together with pupils who do not have SEND, so far as is reasonably practical.
- If required, report to parents/carers on the implementation of Lampton School's policy for pupils with SEND.
- Have regard to the Code of Practice when carrying out its duties toward pupils with SEND.
- Create a climate of inclusion and diversity celebration at Lampton School.
- Ensure that parents/carers are consulted and notified by the school that SEND provision is made for the child.
- Ensure that the governing body is involved in developing and monitoring the Lampton School's SEND policy.
- Ensure governors are up-to-date and knowledgeable about the school's SEND provision.
- Meet with the Assistant Headteacher for Inclusion and/or SENDCo once each term.

The Headteacher of Lampton Academy will:

- Have overall responsibility for the provision for students with Special Educational Needs and Disabilities.
- Keep the Governing Body fully informed.
- Work closely with the AHT for Inclusion, SENDCO and the Inclusion team.

The role of the SENDCO:

- Manage the identification and co-ordination of students with additional needs within the four main areas set out in the Code of Practice.
- Be responsible for referrals to external agencies.
- Attend and contribute to Annual Review for students with Educational Health Care Plans (EHCPs).
- Use a wide range of data sources to ensure that students require additional support are provided for appropriately.
- Co-ordinate the provision for students with SEND.
- Maintain the Inclusion Register and oversee the records of all students with SEND.
- Liaise with parents/carers and external agencies.
- Collaborate with colleagues to develop effective SEND good practice.
- Contribute to CPL planning in SEND areas.
- Oversee the effectiveness of Teaching Assistants using evidence and research to develop practice.

Access to a Broad and Balanced Curriculum – Staff Responsibilities:

- Ensure that appropriate curriculum resources are available for pupils with SEND.
- All pupils should receive a broad and balanced curriculum that recognises their different talents and addresses the specific nature of their special needs. In deciding on curriculum access the views of parents and pupils should be taken into account.
- Pupils should receive a balanced curriculum; this should include a right to all areas of the curriculum alongside the consolidation of basic skills. It should aim to develop more independent learners, extend opportunities for pupils to extend their experience and knowledge outside their immediate world and prepare for adulthood. Alternative curricular arrangements will be monitored to ensure effectiveness, usefulness and relevance.
- Pupils with SEND of all abilities should access learning opportunities that meet both their own needs and those of their peers. The curriculum should address individual learning patterns and interests taking into account their age, cognitive, social and emotional levels of functioning. Individual progress should be monitored and pupils' own views about learning opportunities should be taken into account.
- The curriculum arrangements of all pupils including those with SEND should be seen as having equal value.

- Pupils should have a suitably differentiated curriculum that is planned and well taught and in which their self-esteem is supported and developed. Planning should take into account their interest and motivation.
- Staff are committed to providing rich learning experiences to ensure exceptional levels of progress for students with SEND is achieved.

Curriculum Access – Curriculum Leaders:

- Ensure that activities are planned and delivered in such a way that pupils with SEND are able to make measurable progress, relative to their existing knowledge and skills.
- Ensure that staff has knowledge of and a willingness to use the widest possible range of teaching strategies and styles to enable all pupils to have access to the curriculum. There should be flexibility in approaches to teaching all aspects of the curriculum.
- To make all staff aware of their responsibility to address the range of SEND in their school.
- Seek to ensure the curriculum is relevant and meaningful to all pupils.
- Endeavour to provide a broad and balanced curriculum that takes into account the holistic developmental needs of the whole child.
- Be sensitive to the needs of all pupils and ensure that their achievements are valued.
- Ensure that pupils have access to appropriate support.
- Ensure all pupils have equal opportunities for praise and rewards.
- Ensure an appropriate learning environment for children with SEND.
- Provide access and support for staff development in order to meet the full range of SEND so that the staff team understand and value the needs and learning styles of pupils with SEND.

Teaching Assistants will:

- Support pupils with SEND in whole class lessons, in small group work and in one to one sessions depending on need.
- Provide individual or group programmes of work to meet the needs of students with SEND.
- Contribute to reviewing the targets set out in Pupil Passports.
- Contribute to the reports for Annual Reviews for students with EHCPs and attend annual review meetings when appropriate.
- Report regularly to the SENCO or Head of the Communication Centre on pupil progress or curriculum matters.
- Develop their practice by drawing upon research such as, 'Making Best Use of Teaching Assistants' Education Endowment Foundation, Spring 2015.

Pupils will only be withdrawn from the curriculum when:

- Disapplication from specific activities is agreed by all stakeholders in order to give the opportunity to enhance their basic skills or to enable pupils to access other services (e.g. Learning Mentors) to support their learning.

Additional Arrangements:

Provision is the same as for all Lampton students but can also be inclusive of:

- KS2 to KS3 transition support (including liaison with primary schools, centre visits in Year 6 and transition support groups during Year 7).
- Individually targeted Teaching Assistant support in mainstream lessons.
- On-going monitoring and regular feedback to parents/carers and students (at least termly and including the Annual Review).
- Exam Access Arrangements.
- Communication Centre Homework Club.
- Post 16 Transition support.
- Bespoke intervention

Please see SEND Information Report for further information.

The Graduated Approach

SEND support at Lampton is implemented and regularly reviewed using the '**graduated approach**', outlined below.

The team will be involved at every stage of this process:

- 1. Assess:** the class/subject teacher and SENDCO should clearly analyse a pupil's needs before identifying him/her as needing SEND support.
- 2. Plan:** the class/subject teacher and SENDCO should agree the support to be put in place. Parents/carers must also be notified and consulted. The support will usually be set out in a school-based SEN support plan.
- 3. Do:** the class/subject teacher remains responsible for working with the pupil on a daily basis. Pupils may also receive additional interventions outside the main curriculum, but the focus should be on integrating all pupils and continuing to use high-quality, differentiated teaching.
- 4. Review:** the class/subject teacher and SENDCO should review the effectiveness of the support regularly and agree any changes where needed.

The quality of teaching for pupils with SEND, and the progress made by pupils is a core part of the school's performance management arrangements and its approach to professional development for all teaching and support staff.

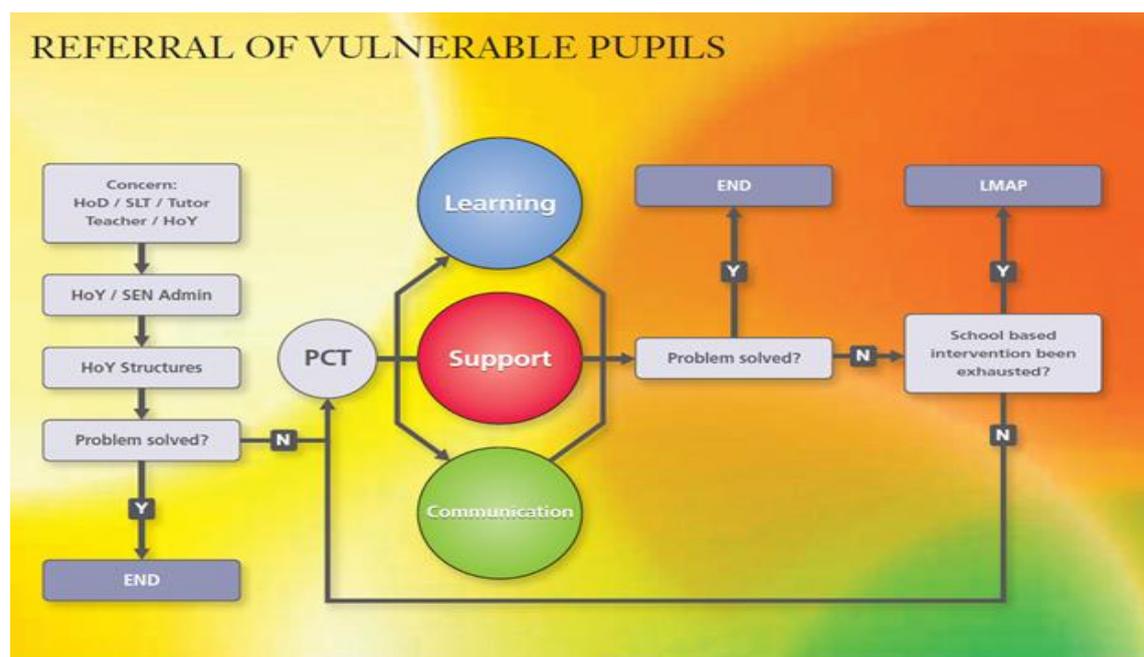
The SENDCO, in unison with the Assistant Headteacher for CPL, will discuss any patterns in the identification of SEND, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

The identification of SEND is built into the whole school approach on assessment.

Pupil Care Team (PCT)

PCT is a weekly meeting attended by a core group of pastoral professionals where referrals about specific pupils are discussed. The decision on the type of support that a pupil receives is taken at this meeting.

PCT is chaired by the Assistant Headteacher for Inclusion. Heads of Year attend for approximately thirty minutes to discuss the pupils referred. The Lead Safeguarding Officer attends. PCT takes place weekly. All referrals are tracked carefully. Weekly minutes of PCT meetings are distributed to all staff.



All referrals are discussed with families.

Areas of Need

The needs of pupils with SEND usually fall into one of the following categories:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory and/or physical

Code of Practice: chapter 9

Code of Practice: paragraphs 6.44 – 6.56

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. 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 every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Speech, Language and Communication Difficulties (SLCN)

A speech, language and communication need can present itself in many ways. For example:

- Poor memory
- Finding the correct word to use
- Understanding everything that is said
- Coping with time
- Organising themselves
- Reading and spelling

The Communication Centre aims to improve the pupils' understanding and expressions of language. Students' literacy skills are also developed and improved.

Speech and Language Centre (Part of the Michael Sterne Communication Centre)

The Speech and Language Centre (SLC) is a Hounslow resource for sixteen students with Developmental Language Disorder (DLD). The Speech and Language Centre is located in the Michael Sterne Communication Centre and offers an intensive form of provision for the sixteen students there. The Communication Centre also offers other types of less-intensive provision for identified mainstream pupils at Lampton.

Students enter the SLC with an Education Health Care Plan (EHCP) which shows that there is a large discrepancy between their verbal ability (very low) and their non-verbal ability (average and above). In addition, there are particular "markers" which indicate Developmental Language Disorder such as poor phonological processing, word-finding difficulties and errors on word endings such as tenses.

Students will usually have difficulties with literacy and the language of Maths and may have difficulties in several of the following areas:

- Understanding what is being said.
- Expressing themselves in sensible sentences.
- Finding the right words to use.
- Understanding social language e.g. nuances, idioms, facial expression.
- Processing language quickly enough in lessons (they will often hear the first instruction and miss out on the following ones).

- Co-ordination of the muscles needed for speech so that they can be indistinct when talking.
- Memory which affects organisation of books and equipment for lessons.

Autism Spectrum Condition

Autism Spectrum Condition is a developmental disorder affecting social relationships, social communication and social imagination/flexibility. The term 'Triad of Impairment' is used to describe the main features all people with Autism.



Autism is conceptualised as a spectrum. At one end we have “classic” autism: profound learning disabilities, little or no verbal communication. At the other end, we have Asperger's syndrome: IQ is average or high.

Children and young people with ASC, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and rigidity of thought, which can impact on how they relate to others.

Asperger Syndrome

While Asperger Syndrome is regarded by some as a condition separate from autism, it is helpful to see it as part of a continuum of autism where the pupil can have a higher cognitive ability. While the child with Asperger Syndrome acquires speech that is complex and grammatical, communication misconceptions can remain.

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), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

Moderate Learning Difficulties (MLD)

For a child with MLD, the general level of academic attainment is significantly below that of peers, although not as far below as that for pupils with severe learning difficulties or profound and multiple learning difficulties. There may be difficulty acquiring basic literacy and numeracy skills, speech and language difficulties and poorly developed personal and social skills.

Dyslexia

The school favours the definition of dyslexia from Sir Jim Rose's report in 2009 'Identifying and Teaching Children and Young People with Dyslexia and Literacy Difficulties:'

"Dyslexia is a learning difficulty that primarily affects the skills involved in accurate and fluent word reading and spelling. Characteristic features of dyslexia are difficulties in phonological awareness, verbal memory and verbal processing speed.

Dyslexia occurs across the range of intellectual abilities. It is best thought of as a continuum, not a distinct category, and there are no clear cut-off points. Co-occurring difficulties may be seen in aspects of language, motor co-ordination, mental calculation, concentration and personal organisation, but these are not, by themselves, markers of dyslexia.

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. 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 young people may have disorders such as Attention Deficit Disorder, Attention Deficit Hyperactive Disorder or Attachment Disorder.

Attention Deficit Hyperactivity Disorder (ADHD)

This term has emerged from attempts to clarify and define symptoms previously known as hyperactivity. If lack of attention is more evident than over activity then the term attention deficit disorder (ADD) is used.

Treatments include modifications to the diet, medication and/or behaviour therapy. The school normally draws on multidisciplinary help including Educational Psychologists and, when referred, a member of the CAMHS team.

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.

Children and young people with an MSI have a combination of vision and hearing difficulties.

Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

Dyspraxia

Dyspraxia (or apraxia) is a motor impairment in which a person is unable to perform voluntary, purposive movements although they are neither paralysed nor have a defect muscle condition.

Motor development may be delayed in children with severe or moderate learning difficulties. It may be permanently impaired in children with certain physical disabilities such as cerebral palsy.

Education and Health Care plans (EHCPs)

There are currently students at Lampton with more complex needs who have an Education Health Care Plan in place. These students may need additional provision, which is set out in an Education Health Care Plan.

Requesting EHCP needs assessment

Most pupils with special educational needs or disabilities can be supported by the school. Education and health care assessments are for young people with more complex needs. School adheres to the local authority's guidance on requesting an EHCP.

<http://fsd.hounslow.gov.uk/kb5/hounslow/fsd/advice.page?id=XkssntuLZIQ>

How can ask for an assessment?

You can make a request for an EHCP assessment if you're:

- The child's parent/carer.
- A young person over the aged 16 to 25.
- Someone acting on behalf of a school or post-16 institution.

Pupils with Education, Health and Care Plans

Our team aims to provide specialist support for all students who have special educational needs and/or disabilities. This is a whole school shared vision and responsibility in line with the Code of Practice where, 'Provision for pupils with special educational needs is a matter for the school as a whole. In addition to the governing body, the school's head teacher, SENDCO and learning support team, and all other members of staff have important operational responsibilities.'

We have students with a wide range of needs:

- Cognition and learning needs
- Social, emotional and mental health needs
- Speech, language and communication needs
- Physical disability
- Sensory impairment

Students may be supported in a number of ways, depending on the severity of their needs. We offer support in lessons from Teaching Assistants and also 1:1 or small group work to improve literacy, communication and social skills. We also have specialist teachers to deliver Wave 1 and Wave 2 interventions 1:1 or in smaller groups. As a team we work closely with professionals from outside school, including the Educational Psychology Service, CAMHS, Occupational Therapy and Speech and Language Therapists.

Teaching Assistants are attached to departments where they have developed the skills base and subject knowledge in that particular subject area. This is essential when differentiating tasks for individual and group needs in the classroom. Teaching Assistants are aware of pupil needs and collaborate with the teacher over how to support inclusive learning. In Year Seven, Teaching Assistants are attached to Year Seven tutor groups for two weeks to support transition.

The annual review process takes place once a year. Pupil needs are audited termly and provision mapped according to need. Learning is personalised and may include alternative curriculum pathways for students at Key Stage Four. Some students may be offered alternative courses to GCSE, such as Entry Level Certificates in English.

Annual Review

The Education Health Care Plan (EHCP) must be reviewed at least once a year. The review considers the child's progress towards targets set by the school after the EHCP was made, and agrees new targets for the following year. As well as involved professionals, parents/carers are invited to the review and they may bring a friend, adviser or named person with them. The review is normally held at Lampton School.

The LEA decides whether it is necessary to change the child's EHCP.

SEND Support

SEND Support is characterised by the need for a higher level of involvement and support that will be sustained and substantial. It is at this point that external services, which could include both LEA-based and outside agencies, will have deeper involvement.

The triggers for SEND Support would be:

- A pupil continues to make little or no progress in areas of difficulty.
- A pupil is working at levels substantially below what is expected.
- A pupil continues to have difficulties in literacy and/or numeracy.
- A pupil has social, emotional or mental health difficulties substantially affecting their own learning or that of the class/group.
- A pupil has sensory or physical needs requiring specialist equipment, advice, or support from a service/agency.
- A pupil has a continuing communication or interaction difficulties that prevents social relationships and impedes learning.

Medical Conditions

Please see our Medical policy for further information but it is the duty of the Academy to support students with medical conditions according to Section 100 of the Children and Families Act 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_students_at_academy_with_medical_conditions.pdf

Students with ongoing medical needs will be listed on the medical register. The medical register is maintained by Student Services and both policy and register are reviewed by Student Services, the SENDCO and the Assistant Head for Inclusion annually. Dependent on needs, some students on the Medical Register have a Health Care Plan (HCP) attached on SIMS under Medical.

Our Approach to Involving Parents/Carers

Partnership with Parents/Carers

Partnership between parents/carers, children and school will be fostered. Parents/carers are invited to discuss and participate in the review of their child's learning.

Parents/Carers of all children will be kept informed of progress at all stages and their opinions and advice will be sought along with those of the child.

The Structured Conversation – Pupils with EHCPs

The conversation we have with parents/carers and students can be more efficient if we apply a structure. This is called “The Structured Conversation”. The purpose of the structured conversation is to:

- Establish an effective relationship between parent and the key teacher.
- Allow the parent an opportunity to share their concerns and, together, agree their aspirations for their child.
- Set clear goals and targets for learning and improvement in wider outcomes.
- Determine activities which will contribute to the achievement of those targets.
- Identify the responsibilities of the parent, the pupil and the school.
- Agree the date and time of the next meeting.
- Clarify the most effective means of communication between meetings.

We are committed to working alongside parents/carers as they are our key stakeholders. Pupil and parent voice are central to the assess, plan, do, review process. The pupil and parent voice are captured ahead of and during Annual Reviews to review outcomes and set new goals. The structured conversation is scheduled with parents three times a year to review shorter term outcomes informed by the Annual Review, forming the basis of the Pupil Passport. Members of the Inclusion team attend Parents Evenings to ensure these conversations can take place.

Record keeping, Monitoring and Data Management and Pupil Passports

A Pupil Passport is a summary document about a student. Although there is no legal requirement to use a pupil passport, they are considered to be good practice. Pupil Passports at Lampton will be drawn up by a member of the Inclusion Team. Three targets will be set drawn from targets set at the last annual review. The targets will be Specific Measureable, Agreed Upon, Realistic and Time Based (SMART) targets and set in consultation with the parent and the student.

Lampton encourages parental/carer involvement in this process and will meet to review their child's progress at least three times per year. Two of which are face to face. Pupil Passports will be a way of implementing, tracking, monitoring and reviewing targets set and progress towards these targets made.

Inclusion Register

All students with an EHCP on the Inclusion Register have a Pupil Passport that describes their strengths and difficulties. All student with SEND Support Needs will be placed on the Inclusion Register.

The Inclusion Register is updated at least twice a year by Inclusion Leads.

SEND Information Report

Schools are required to publish information on their websites about the implementation of the governing body's policy for pupils with SEND. This describes Lampton's School "offer" for children with SEND. This links to the local authority for Hounslow's Local "offer".

<http://fsd.hounslow.gov.uk/kb5/hounslow/fsd/localoffer.page?localofferchannel=0>

Funding

School is provided with resources to support those children with additional needs, including pupils with SEN and disabilities. This is determined by a local funding formula. Schools have an amount identified within their overall budget, called the notional SEND budget. This is not a ring-fenced amount, and it is for the school to provide high quality appropriate support from the whole of its budget.

The SENDCO, Headteacher and Governing Body establish a clear picture of the resources that are available to the school and consider their strategic approach to meeting SEND in the context of the total resources available, including any resources targeted at particular groups, such as disadvantaged students.

Funding is used to provide additional support which costs above a nationally prescribed threshold per pupil per year. The local authority provides additional top-up funding where the cost of the special educational provision required to meet the needs of an individual pupil exceeds the nationally prescribed threshold.

From this funding students will have access to a support offer based on individual needs. This may include in class support from a teaching assistant, access to assessment from specialist staff and/or an alternative curriculum offer.

Admission Arrangements for Pupils with SEND

- Pupils are admitted to the school in line with the criteria of the LBH for maintained secondary schools.
- Pupils with an EHCP should be visited at their primary school by a member of the Inclusion team prior to secondary transfer.

- A member of the Inclusion team should meet with primary SENDCOs to discuss the learning needs of all pupils with SEND transferring to Lampton school.
- Wherever possible, Inclusion staff should attend the annual review of pupils with EHCPs in their final year of primary school.

Supporting Transition

The process of transferring between primary and secondary school begins in the Autumn Term preceding the year of transition. The local authority send applications for the attention of the Assistant Head Inclusion/SEND/CO/Head of Speech and Language Centre to consider the offer of a place.

Open Evenings

Parents/Carers and students are expected to attend the Open Evening. The Open Evening is held in the Autumn Term when parents, carers and children visit the school and receive a copy of the schools prospectus. This event includes an introduction from Mr Davis, the Headteacher, a tour of the schools facilities and a chance to speak to staff. All Inclusion Leads attend the Open Evening and can discuss the transition process of young people with SEND or medical needs at this event.

Primary Transfer Day

There is also an annual Primary Transfer in July, when the child meets his/her new form tutor and fellow classmates, and has a chance to experience secondary school life.

Primary school visits

In the Summer Term the students' prospective Head of Year will visit them in their primary school and meet their class teacher. The school works with their primary school to make sure that we place students in an appropriate, mixed ability tutor group. This helps ensure that they settle well into Year Seven. Students with Special Educational Needs (SEND) are also visited by a member of Inclusion. Students who need most support are visited by a member of the Learning Mentor team as well.

SEND Staff Training

Continuing Professional Learning is a programme run at Lampton School for all staff. Staff are directed to attend twelve sessions throughout the year looking at key issues for the school and teacher development. Training on areas of SEND are delivered as part of this process. In addition, staff training is delivered by external professionals as and when required. This can include input from the advisory team on visual, hearing, and physical needs. There is a day dedicated to staff training in the field of Inclusion in February.

Team Around the Child (TAC) meetings are held regularly for students with high needs to share good practice and to use a solution focus approach.

Data Protection

Education Health Care plans are confidential. Access to EHCPs is limited and disclosure is only allowed with parental/carer consent or other specific circumstances.

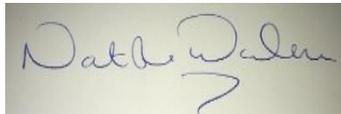
Complaints about SEND provision

In the first instance, complaints should be addressed to the SENDCo or Assistant Head of Inclusion. If the complainant remains dissatisfied, complaints should then be made to Mr M Bates Deputy Headteacher, the Headteacher or the Chair of Governors. This does not include issues arising from Local Authorities decisions around assessment or not issuing an EHCP.

Reference to other policies

This policy should be read and understood in conjunction with:

Equalities Policy
Medical Policy
Behaviour Policy
Accessibility Plan



Signed by: Chair of Trust Board, Ms Natasha Woolman

Review date: July 2021



Signed by: Headteacher, Mr Stephen Davis

Review date: July 2021