



# Oakhill

faith stronger than the oak

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

### Legislative Context

New guidance, *'The Special Educational Needs and Disability Code of Practice: 0-25 years'*, became statutory in September 2014 and was last updated May 2015. This document outlines the duties, policies and procedures relating to children and young people with special educational needs (SEN) and disabled children and young people up to the age of 25. Under legislation stated in the *'Children and Families Act'* (2014) and the *'Equality Act'* (2010) the school has a statutory duty not to discriminate against a person or pupil and to make reasonable adjustments to ensure the reduction of barriers to achievement.

This code of practice requires that independent schools **must** have regard for this statutory guidance and whenever decisions are taken there **must** be consideration given to the Code.

This policy also pays regard to the non-statutory guidance, *'Improving the spiritual, moral, social and cultural (SMSC) development of pupils'* (2013) and The SMSC Supplementary Information: Departmental Advice for Independent Schools, Academies and Free Schools (2014). This document is based within the framework that independent schools must 'actively promote' British values and these expectations must be adjusted to include age, ability and the needs of pupils.

Keeping children safe in education (2014, 2015, 2016) is another key piece of statutory guidance linked to the school based practise this policy aims to explicate. This is particularly important when considering opportunities to teach safeguarding because:

*Governing bodies and proprietors should consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHE), and/or – for maintained schools and colleges – through sex and relationship education (SRE). (DFE 2014)*

Therefore relevant adaptations and support for children and young people with SEND in regard to the above guidance must be considered in relation to their ability and needs through their school intervention and support plan.

This policy also pays consideration to the non –statutory guidance ‘*Supporting pupils at school with medical conditions*’ (2014, 2015 update, 2017 update extended deadline)

where a particular medical condition may impact on educational provision for a pupil and where reasonable adjustments due to such a condition may be required.

This policy will also adhere to the archived Special educational needs (SEN) code of practice (2001) for Pupils who attend Oakhill and are in a transition process of provision. This will remain until all pupils in school have moved from a Statement to an Education and Health Care (EHC) Plan or until 2018 whichever is the first date to be reached. The school will ensure that it provides the help a pupil requires as identified in their EHC Plan or Statement.

The information in this policy will be reviewed and updated annually and any changes occurring during the year will be updated as required.

## **Aim**

The aims of this policy are:

- To ensure that Oakhill’s mission statement is accessible to all the pupils, staff and parents of the school regardless of their Special Educational Needs or Disability (SEND).

*‘ We seek to develop spiritual awareness; to nurture a sense of self-worth; challenge students to achieve their individual potential; inspire creative thinking and encourage independent learning; instil mutual respect and understanding and teach the value of service to others.’*

- To ensure that children with SEND achieve well in school and lead happy and fulfilled lives.

## **Objectives**

The objectives of this policy and the provision offered at Oakhill are:

to create an educational and pastoral environment that meets the needs of all the children who attend Oakhill;

to ensure that the special educational needs of children are identified, assessed and provided for; and therefore, ensure that all the children at Oakhill make or exceed academic and social progress in relation to their individual capability.

to make clear the expectations of all partners in the process; and to work with those partners towards the best outcomes for the individual;

to identify the roles and responsibilities of staff in providing for children’s SEND;

to enable all children to have full access to all elements of the school curriculum and enrichment activities at an appropriate level through differentiation;  
to ensure that parents are able to play their part in supporting their child's education;  
to ensure that our children have a voice in this process.

### **Definition of Special Educational Needs and/or Disability (SEND) and Special Educational Provision**

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 them.

A child of compulsory school age or a young person has a learning difficulty if they

- have a significantly greater difficulty in learning, than the majority of others of the same age, or
- has a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

For children aged two or more, special educational provision is educational provision or training provision that is additional to or different from that made generally for other children or young people of the same age in mainstream schools or other relevant early years providers.

Many children who have SEN 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 provides a relatively low threshold where ‘long term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’.

Examples of the above which would be included are: sensory conditions such as those affecting sight or hearing and long term health conditions such as asthma, diabetes, epilepsy and cancer and mental health conditions such as depression, eating disorders or an Autistic Spectrum Condition (ASC). These children do not necessarily have SEN but where a disabled child requires special educational provision they will also be covered by the SEN definition.

It is also fair to point out that certain symptoms of medical conditions such as those named above can have significant impact on access to learning for varied reasons and can be seen as a ‘barrier to learning’. Therefore reasonable adaptations and adjustments of provision, including aids and services, are considered at Oakhill as standard. This personalised, bespoke approach to learning and achievement is the hallmark of an Oakhill education.

When examining provision for SEND Oakhill considers four broad categories of need:

- Communication and interaction (e.g. Speech formation, dysfluent speech. Aphasia, Auditory Processing)
- Cognition and Learning (e.g. Moderated Learning Difficulties, Dyslexia, Dyscalculia, Short and long term memory difficulties, Speed of processing )
- Social, emotional and mental health difficulties (e.g. depression, an Autistic Spectrum Condition, Tourette's Syndrome)
- Sensory and/or physical needs (e.g. Hearing needs, Visual Needs, wheelchair users)

The school regularly reviews accessibility, training and support to evaluate how equipped it is to accommodate reasonable adjustments to educational provision if required.

### **Responsibility for Co-ordinating Provision**

The Governing Body, SEN Governor and Principal have overall responsibility for SEND provision in the school. They line manage and liaise with the Head of Learning Support (HLS) and Special Educational Needs Coordinator (SENCO) who leads and manages the department. The department currently consists of a Learning Support Teacher, five full-time and one part-time Teaching Assistants (TA).

The HLS/SENCO is a qualified teacher with an MA in special educational needs and inclusive education. The SENCO, in conjunction with the rest of the senior leadership team, work to determine and support the strategic development of SEND provision at Oakhill.

The HLS/SENCO provides professional advice, training and guidance to colleagues on matters relating to supporting and working with children with SEND and works closely with parents and other agencies as a key point of contact to coordinate provision. The SENCO is a member of the school safeguarding team to ensure a link with this policy, the school's Safeguarding Policy and Designated Safeguarding Lead (DSL).

The SENCO liaises with the head teacher, governors and examinations officer to ensure that the school meets its responsibilities under the *Equality Act (2010)* with regard to reasonable adjustments and access arrangements, both physical and educational.

## **Admissions**

The admissions policy explains how Oakhill makes provision for pupils with Special Educational Needs or Disabilities (SEND) through its admissions criteria and procedures.

In addition to the general admissions procedures applied to all prospective pupils. The Head teacher and Head of Learning Support / SENCO offer prospective parents an opportunity to discuss their child's needs via a range of media (face to face meetings, telephone calls, email). In the case of all new pupils; assessment and induction days are included in the admissions procedure and in specific cases, where required, transition plans and social stories are developed to ensure a smooth entry to school. There may, on occasion, be a need to run a waiting list for prospective pupils due to demand for provision and this will be discussed during the admissions process.

These plans may also include contact with the Local Education Authority, Parent Partnership and Non-Prejudicial visits where appropriate. They may also include contact with previous educational establishments and other relevant agencies involved with the pupil.

The school asks parents to provide information concerning any disability or SEN prior to accepting a place. Providing the school with this information enables it to consider any reasonable adjustments it may need to make to ensure a successful transition into school. Information provided will be treated with appropriate levels of confidentiality.

Arrangements will also be made for discussions between the class teacher or form teachers prior to entry, in order to establish clear procedures for the inclusion of a new member of the year group. In addition arrangements for any medical protocols, staff training or medical supplies can be arranged prior to entry.

## **Identification and Assessment of SEND**

### **Initial Assessment and Referral**

New children to school will be assessed by their class teacher or subject teachers in conjunction with the HLS/SENCO during their trial visits. Any children who have been identified prior to their trial visit as having special educational needs either through a parent's concern or through an educational psychologist or specialist teacher report; will also spend some time with the HLS/SENCO, who may carry out internal assessment both formative and summative. The HLS/SENCO may also observe the child in class and ask for relevant subject or class teacher observations and assessments. This will ensure a broad picture of need is assembled to enable support to be planned and a graduated approach to inclusion can be outlined.

Close liaison with parents, previous educational establishments or early year's providers will be coordinated. Children transferring from Acorns – Oakhill's Early Years provision - are already known to the HLS/SENCO who will support and liaise with the designated Nursery SENCO and staff. Specialist support and teaching by the HLS/SENCO and Learning Support Teacher (who both have early year's professional experience) maybe provided for the children in the Early Years provision where it is deemed appropriate to enhance their learning and progression. This policy must therefore be considered in conjunction with Acorn's Nursery assessment procedures, provision mapping and Local Offer.

#### **I. Teachers and teaching assistants.**

All teachers or teaching assistants who recognise a pupil is having difficulty in any area of the curriculum or school life which may have an impact on their progress will discuss this with the SENCO. Who will then examine and monitor the concerns in more depth. This may involve further individual assessment, discussion with other members of staff, discussion with the pupil, discussion with parents and observations in class which will enable school to gain a more holistic picture of need.

#### **II. Parent or Carer**

Any parent or carer who is concerned about their child's progress can contact school via the office, the class teacher or form teacher who will refer the concern to the HLS/SENCO or Principal. Parents may also speak to or email directly the HLS/SENCO, who will liaise with the Principal and teaching staff.

#### **III. Pupils**

All pupils are given opportunity and encouraged to discuss with staff any difficulties they may be experiencing. The Oakleaf Room is a designated point of contact manned throughout the school day by a member of the learning support team. Pupils are encouraged to use this room for homework completion and support; educational support and guidance, pastoral support, social interaction support and sensory relaxation as required.

#### **IV. External Professionals**

The SENCO has initial contact, an introduction and final briefing with any external professional attending an observation, meeting or assessment of any pupil in school. Professionals use the HLS/SENCO as their first point of contact and the HLS/SENCO will liaise with the principle and staff in regard to any concerns or recommendations. (*see related policies - safeguarding procedures*).

## V. Volunteers supporting in school

Volunteers may be in school for a variety of reasons and are a valued part of the school community. If they are assisting the Learning Support Department their activities are coordinated by the HLS/SENCO who provides training and support for volunteers carrying out a specific role. All Volunteers are given opportunity to discuss any concerns they have with a member of staff or the SENCO. (*see related policies - safeguarding procedures*).

### Assessment and Monitoring

A wide variety of assessment is used at Oakhill in the identification and monitoring of SEND. Both formative and summative methods of assessment are made use of; to ensure a holistic picture of need and progress is obtained.

**School Assessment Data:** such as CAT scores, mock exam results, SAT's data, baseline assessments in all prep year groups, early years learning goals, subject reports, end of year exam results, New Group Reading Test, Spelling and Reading ages.

**Individual Internal Assessment Data:** WRAT 4 (Spelling, Single word reading, Reading Comprehension and Maths computation, DASH (handwriting), PIVATS (PSD, Science, English, Maths, ICT) BPVS (receptive vocabulary), LUCID RECALL

**External Assessment Data:** Educational Psychologist (EP) reports, Dyslexia assessment reports, Psychiatric assessment reports, Neurological Assessment reports

**Other forms of Assessment:** Occupational Therapy assessments and programme evaluations, Physiotherapy and Motor skills programmes and evaluations, Speech and Language Therapy (SaLT) assessments and programme evaluations, Sensory Integration assessments and programme evaluations, National Autism Standards - Sensory Audit for Schools and Classrooms. School Support Plan observations and recordings, photo evidence, video evidence, vocal recordings, examples of work

The SENCO has responsibility for SEND assessment and tracking, which enables her to monitor pupils' progress with the help of the learning support teacher, teaching staff and teaching assistants. This ensures the needs of all pupils are being met, enabling every child to achieve their full potential. This includes ensuring as appropriate that pupils indicated with SEND requirements are also included on the gifted and talented record and access gifted and talented provision as appropriate to their individual abilities.

All parents of pupils with a School Support Plan and pupils who are being monitored by the learning support team are invited to attend a review meeting every term with the SENCO and Learning Support teacher. Pupils are also asked to contribute to their reviews, discuss their progress, achievements and concerns. School Support Plans are also reviewed and updated every term. Pupil SEN Information records for staff are updated every term and are currently being transferred from a paper system to the iSAMs digital management system. These are confidential documents which are held securely and available to each member of the teaching staff to advise their planning and classroom management.

Additional learning support tuition packages are also available at Oakhill in the form of:

Additional study support sessions (teacher led, small groups, up to 1-4 pupils)  
In-class and TA support  
Bespoke support packages.

These packages are available to all pupils in consultation with parents. Have a nominal cost allocation and enhance our general provision. Pupils accessing these packages also receive a written report to parents once a year from the learning support team.

We also provide personalised gym based physical education programmes for pupils unable to access some aspects of the physical education curriculum for sensory integration reasons (generally children with an ASC) to ensure their physical wellbeing and health is monitored. Healthy eating programmes are also considered for children who require support to expand the range and amount of food they consume (generally children with an ASC).

Pupils who have English as an additional language (EAL) will usually be identified on application and their needs discussed with the SENCO. The SENCO will then identify the appropriate support requirements through a qualified EAL teacher and ensure a programme of English language assistance is developed.

Identifying and assessing SEND requirements for pupils who have EAL requirements will be supported by an EAL specialist teacher and Oakhill recognises that difficulties related solely to limitations in EAL are not SEND.

## **Accessibility**

## **Curriculum**

Appropriate action through staff development training, observation and discussion will ensure that lessons are organised and evaluated to ensure the best possible outcomes for full participation by SEND pupils.



Specific Learning Difficulty (SpLD) friendly practises such as:

- colour of paper/books
- screen colour
- size and type of font
- paper enlargement/screen enlargement
- use of Kindles and IBooks
- reduction in note taking
- availability of coloured overlays, glasses and guideline rulers
- use of a laptop and assistive technology
- ipad for recording work through photographs, video and voice recording
- in class scribes
- in class readers/reading pens
- number lines
- concrete numeracy equipment
- specialist pens and rulers
- homework support

Have all been discussed with teaching and support staff and may be seen in use in all preparatory and senior classes as required.

ASC /ADD/HD /Tourette's syndrome friendly practises such as:

- sensory support equipment
- personalised physical education programmes
- personalised changing room arrangements
- personalised locker arrangements
- social stories
- social and peer support groups
- personalised lunch time arrangements
- safe place/chill out room
- personalised sensory processing and integration support plans
- personalised motor programmes
- personalised exit strategies
- personal and visual timetables
- home school liaison books
- homework support
- individual risk assessments (when necessary)
- physical stress/energy release activities (boxing bag/running/trim trail etc.)
- individual examination rooms

All of which have been discussed with teaching and support staff and may be seen in use in all preparatory and senior classes as required. All staff have received recent training on including pupils with ASC and Aspergers Syndrome in the classroom and practice is monitored and supported through the HLS/SENCO.

Parents are encouraged to discuss their child's requirements in advance with the Principal and SENCO who will ensure relevant equipment and arrangements can be made available on entry to the school.

## School Environment

All possible steps will be taken to ensure any pupil who becomes disabled or requires temporary physical access arrangements during their time at Oakhill will have every opportunity to remain in school and have provision adapted, where possible, appropriate to their needs.

The main building at Oakhill where administration, some senior teaching rooms and the Principal's office are housed does have access limitations to the first floor. However, reasonable adjustments to teaching room allocation can be considered if essential to support physical access requirements.

All the other buildings at Oakhill have accessibility adaptations such as a lift to access the first floor of the Preparatory building, dance studio and gym and a stair lift to access the science block. Disabled changing and toilet facilities are available and the sports hall and dining all are fully accessible.

## Exam Access Arrangements

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres; others require prior awarding body approval.

The Equality Act (2010) requires an examination board to make reasonable adjustments *'to minimise the extent to which disabled persons are disadvantaged in attaining the qualification because of their disabilities'*. Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. Examples of access arrangements include extra time, a reader, a scribe, supervised rest breaks, read aloud, use of a laptop.

The Head of Learning Support/SENCO will gather a range of evidence: internal and external educational assessments, knowledge of substantial and long term difficulties/disabilities, teacher assessments, internal exams, class work; evidence of normal way of working or medical reports.

Evidence from standardised scores may be obtained from internal WRAT 4, LUCID RECALL and DASH assessments or it may require external assessment from a specialist teacher or educational psychologist. Although an external assessment will incur a cost to parents, a range of assessment material will be collated by the school to contribute to its judgements. This will enable the examinations officer to make an application of recommendations to the Joint Council for Qualifications (JCQ) **who make the final decision** as to whether the candidate may use a particular access arrangement.

## **Education and Health Care Plans - Statutory Assessment and Provision**

Where it is deemed appropriate Oakhill will work in partnership with Local Authorities and offer provision for pupils whose educational assessment requirements have been defined through statutory assessment procedures and have been given an Education and Health Care Plan (**EHC**). In such cases Oakhill follow the statutory procedures required through the relevant Code of Practice (2001/2015) and use the necessary paperwork provided by the Local Authority concerned for annual review.

## **Pastoral Care**

### **Health and Safety**

The school will ensure all pupils, including those with SEN and disabilities are familiar with emergency evacuation procedures. Where appropriate personal evacuation adjustments, such as 1 to 1 exit assistance, anxiety support and moving and handling plans will be developed as required. All other health and safety issues as indicated in the health and safety policy will be explained to pupils with SEND and any individual requiring further adjustments will have them defined in a personal risk assessment.

### **Children with Medical Conditions**

Oakhill recognises that not all children with a medical condition will have a disability or SEN. However, pupils with long-term or complex medical conditions may require ongoing support, medicines or care whilst at school to help them manage their condition and ensure educational inclusion. Other pupils may require monitoring and interventions in emergency circumstances as outlined in the First Aid and Medical Needs Policy. It is also acknowledged that such medical conditions could involve extended school absence which can have an impact on a pupil's educational progression.

To support pupils' with medical conditions the Head of Learning Support/SENCO and School Nurse work to establish relationships with relevant health services and will receive, ask for and fully consider all advice from healthcare professionals. They will also listen to, discuss and value the views and knowledge of the parents and pupil.

The social and emotional impact that may be associated with medical conditions are handled with sensitivity through relevant channels in school, this may include the Learning Support department, the pastoral support system, form tutors and the safeguarding team.

Certain medical conditions may require additional arrangements, support or risk assessments to ensure adequate provision is available when a pupil undertakes off site sporting activities, extracurricular activities or school trips. These will involve staff, pupil and parents where necessary and our aim is that all the activities we provide are as inclusive as possible.

### **Professional Development**

The Head of Learning Support/SENCO is a former lecturer of Graduate, Postgraduate and Professional teaching qualifications in Early Years/Primary/SEN and the National SENCO award at Edge Hill University and a former guest lecturer for the Early Years Teacher qualification at Manchester Metropolitan University. This professional expertise enables her to be actively involved in the professional training and development of staff at Oakhill. The Head of Learning Support /SENCO will provide regular advice, INSET and support to staff in regard to how to provide an inclusive educational experience for pupils with SEND.

The Head of Learning Support/SENCO also ensures that relevant information on courses and training in SEND for Learning Support Staff is disseminated to the Principal and staff and where appropriate relevant courses are applied for and attended. A record of the department's staff training is kept to ensure a broad base of knowledge, which is cost effective for the department, is accessed and disseminated.

The school is also able to access training and information from external sources such as medical professionals; School Nurses and a Sensory Integration Therapist, Speech and Language Therapy, Charities, University Professionals, County Council Inclusion Support Teams and local special school partners.

### **Complaints Procedure**

The first point of contact if a parent wishes to discuss any concerns should be the class/form teacher or the Head of Learning Support/SENCO. All concerns will be explored and discussed with the Principal or Deputy Principal and the outcome reported back to the parents within the agreed timeframe.

Formal complaints should be made in accordance with the school Complaints Policy.

## **Other Relevant School Policies**

Safe-guarding Policy  
Health and Safety Policy  
Admissions Policy  
First Aid and Medical Needs Policy  
Early Years Provision Map and Local Offer  
PSHE Policy  
Staff Development Policy  
School Complaints Policy  
Gifted and Talented Policy  
Homework Policy

## **Outside Agency Links**

We work in partnership with a wide variety of contacts to support our pupils; both NHS, charitable and independent. We seek to support and enable both pupils and parents to access the appropriate services to support their Individual and Special Educational Needs. Here is a list of some of the agencies we have regular contact with (this list is not comprehensive).

IDSS Lancashire

Lancashire CAF team

Lancashire Parent Partnership

Speech and Language Therapy Services (independent and NHS)

NELDA – North East Lancashire Dyslexia Association

NAS – National Autistic Society

Occupational Therapy Services

Audiology Services

Optical Assessment Services

Child and Adolescent Mental Health (Burnley, Blackburn and Preston)

Independent Educational Psychology Services (various contacts)

Manchester Children's Hospital

Community Paediatricians for ELHT

Social Services Teams

Further and Higher Education Providers

Hyndburn and Ribble Valley Schools Sports Partnership (Inclusive Sports Provision)

### **Lancashire County Council offer**

<https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/about-lancashires-local-offer/>

### **References and Supporting Documents**

DFE 2014 'The Special Educational Needs and Disability Code of Practice: 0-25 years'

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/342440/SEND\\_Code\\_of\\_Practice\\_approved\\_by\\_Parliament\\_29.07.14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf)

DFE (2013, 2014) 'Improving the spiritual, moral, social and cultural (SMSC) development of pupils' [and updates]

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268826/dept\\_advice\\_template\\_smscadvicenov13.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268826/dept_advice_template_smscadvicenov13.pdf)

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DFE (2014) 'Keeping Children Safe in Education Statutory Guidance for schools and colleges' **(and subsequent updates)**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/372753/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372753/Keeping_children_safe_in_education.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

JCQ (2014-15) including successive yearly updates, Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/55051/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/55051/Keeping_children_safe_in_education.pdf)

DFE (2014) 'Supporting pupils at schools with medical conditions' special-consideration

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)  
<http://www.legislation.gov.uk/ukpga/2010/15/contents>

**Policy Updated: September 2017 and reviewed January 2018**

**Annual Review by Governing Body: October 2017**

**Next Review by Governing Body: October 2018**