

# SEND POLICY

ST ALBANS INDEPENDENT COLLEGE

## Contents:

### Statement of intent

1. Legal framework
2. Identifying SEND
3. Definitions
4. Objectives
5. Roles and responsibilities
6. EYFS
7. Children with specific circumstances
8. Admissions
9. Involving pupils and parents in decision-making
10. Joint commissioning, planning and delivery
11. Funding
12. Local Offer
13. Graduated approach
14. Assessment
15. [New] Training
16. [New] Promoting mental health and wellbeing
17. EHC plans
18. Reviewing EHC plans
19. Transferring between different phases of education
20. SEND tribunal
21. Supporting successful preparation for adulthood
22. Data and record keeping
23. Confidentiality
24. Resolving disagreements
25. Publishing information
26. Monitoring and review

## Statement of intent

St Albans Independent College values all pupils and celebrates diversity of experience, interest and achievement. All pupils need to experience praise, recognition and success, and pupils with SEND have equal entitlement to this.

This policy outlines the framework for the College to meet its duty, obligation and principal equality values to provide a high-quality education to all of its pupils, including pupils with SEND, and to do everything it can to meet the needs of pupils with SEND.

Through successful implementation of this policy, the school aims to:

- Eliminate discrimination.
- Promote equal opportunities.
- Foster good relationships between pupils with SEND and pupils without SEND.

The school will work with the LA, or equivalent, within the following principles, which underpin this policy:

- The involvement of students, parents and young people in decision-making
- The identification of students needs
- Collaboration between education, health and social care services to provide support
- High quality provision to meet the needs of students with SEND
- Greater choice and control for young people and parents over their support
- Successful preparation for adulthood, including independent living and employment

Signed by:

Principal Assim Jemal    Date: 9<sup>th</sup> March 2020

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Health and Social Care Act 2012
- Equality Act 2010
- Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002
- Mental Capacity Act 2005
- Children Act 1989
- Special Educational Needs and Disability (Amendment) Regulations 2015
- Special Educational Needs (Personal Budgets) Regulations 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986
- [New] Data Protection Act 2018
- [New] The General Data Protection Regulation 2018

1.2. This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- [Updated] DfE (2017) 'Supporting pupils at College with medical conditions'
- [Updated] DfE (2018) 'Keeping children safe in education'
- [Updated] DfE (2018) 'Working together to safeguard children'
- [New] DfE (2018) 'Mental health and wellbeing provision in College'
- [Updated] DfE (2015) 'School admissions code'

1.3. [New] This policy operates in conjunction with the following College policies:

- Admissions Policy
- Equal Opportunities Policy
- Pupil Confidentiality Policy
- Data Protection Policy

- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- One-to-one Tuition Policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection and Safeguarding Policy
- EYFS SEND Policy
- Careers Policy
- Exclusion Policy

## 2. Identifying SEND

2.1. The College has a clear approach to identifying and responding to SEND. We recognise that early identification and effective provision improves long-term outcomes for the pupils.

2.2. With the support of the SLT, classroom teachers will conduct regular progress assessments for all pupils, with the aim of identifying pupils who are making less than expected progress.

2.3. Progress will be characterised using the following stipulations:

- Progress is significantly slower than the class average, from the same baseline
- Progress does not match or better the pupil's previous rate of progress
- Progress fails to close the attainment gap within the class
- The attainment gap is widened by the plateauing of progress

## 3. Definitions

3.1. For this policy, a pupil is defined as having SEND if they have a:

- Significantly greater difficulty in learning than most others of the same age.
- Disability or health condition that prevents or hinders them from making use of educational facilities used by peers of the same age in mainstream schools or mainstream post-16 institutions.

3.2. Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.

3.3. The College reviews how well equipped we are to provide support across the following areas:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and physical needs

## Communication and interaction

3.4. Pupils with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.

3.5. The College recognises that:

- Pupils with Autism Spectrum Disorder (ASD), including Asperger's Syndrome and Autism, can have particular difficulties with social interaction.
- The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times of their lives.

3.6. The SENCO will work with pupils, parents and language and communication experts (where necessary) to ensure pupils with communication and interaction difficulties reach their potential.

## Cognition and learning

3.7. Pupils with learning difficulties may require support – the College will offer learning support in line with its One-to-one Tuition Policy.

3.8. The College understands that learning difficulties cover a wide range of needs, such as moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD). The SENCO will ensure that any provision offered will be suitable to the needs of the pupil.

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

## Social, emotional and mental health difficulties

3.10. Pupils may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour.

3.11. The College recognises that these behaviours may reflect underlying mental health difficulties such as anxiety or depression, and the College will implement a Social, Emotional and Mental Health (SEMH) Policy to support pupils with these difficulties.

## Sensory or physical needs

3.12. Impairments that prevent or hinder pupils from using the College facilities, such as vision impairment (VI), do not necessarily have SEND. The College will ensure staff understand that:

- Some conditions can be age-related and can fluctuate over time.
- A pupil with a disability is covered by the definition of SEND if they require special educational provision.

3.13. Under the Equality Act 2010 (Disability) Regulations 2010, the following conditions do not constitute a disability:

- A tendency to set fires

- A tendency to steal
- A tendency to commit physical or sexual abuse towards others
- Exhibitionism
- Voyeurism
- Tattoos and piercings

#### 4. Objectives

4.1. The College aims to achieve the core aims of this policy by achieving the following strategic and measurable objectives:

- To follow the graduated approach outlined in the DfE's 'SEND Code of Practice: 0 to 25 years'.
- To monitor the progress of all pupils to aid the earliest possible identification of SEND.

#### 5. Roles and responsibilities

5.1. The governing board will be responsible for:

- Communicating with pupils with SEND and their parents when drawing up policies that affect them.
- Identifying, assessing and making provision for all pupils with SEND, whether or not they have an EHC plan.
- Securing the special educational provision called for by a pupil's SEND.
- Designating an appropriate member of staff to be the SENCO and having responsibility for coordinating provision for pupils with SEND.
- Appointing a designated teacher for LAC, where appropriate.
- Making reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Taking necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised, e.g. in line with an Equal Opportunities Policy.
- Preparing the arrangements for the admission of pupils with SEND and the facilities provided to enable access to the College for pupils with disabilities.
- Regularly monitoring the College's policies and procedures, to review their impact on pupils with SEND, including on their mental health and wellbeing.
- Preparing the accessibility plan, showing how the College intends to progressively improve access over time.
- Publishing annual information, setting out the measures and facilities to assist access for pupils with disabilities on the College's website.
- Publishing annual information about the arrangements for the admission of pupils with SEND, the steps taken to prevent pupils being treated less favourably than others, the facilities provided to assist pupils with SEND, and the College's accessibility plan on the College's website.

- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and pupils.
- Providing suitable, full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their EHC plan.
- Ensuring arrangements are in place to support pupils at College with medical conditions, in line with the College's Supporting Pupils with Medical Conditions Policy.
- Cooperating with the LA in drawing up and reviewing the Local Offer.
- Appointing an individual governor or sub-committee to oversee the College's arrangements for SEND.
- Preparing the SEND information report and publishing it on the website.

5.2. The headteacher will be responsible for:

- Ensuring that those who are teaching or working with pupils with SEND are aware of their needs and have arrangements in place to meet them.
- Ensuring that teachers monitor and review pupils' progress during the academic year.
- Cooperating with the LA during annual EHC plan reviews.
- Ensuring that the SENCO has sufficient time and resources to carry out their functions.
- Providing the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Assisting the governing board in appointing a designated teacher for LAC, who will work closely with the SENCO to ensure that the needs of the pupils are fully understood by relevant College staff.
- Regularly and carefully reviewing the quality of teaching for pupils at risk of underachievement, as a core part of the College's performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable pupils.
- Ensuring teachers have an established understanding of different types of SEND.
- Ensuring that procedures and policies for the day-to-day running of the College do not directly or indirectly discriminate against pupils with SEND.
- Ensuring that pupils with SEND and their parents are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
- Establishing and maintaining a culture of high expectations and including pupils with SEND in all opportunities available to other pupils.
- Consulting health and social care professionals, pupils and parents to ensure the needs of children with medical conditions are effectively supported.
- Keeping parents and relevant teachers up-to-date with any changes or concerns involving a pupil, considering the College's Pupil Confidentiality Policy.



- Identifying any patterns in the identification of SEND within the College and comparing these with national data.
- Reporting to the Principal on the impact of SEND policies and procedures, including on pupils' mental health and wellbeing.
- Ensuring that the SENCO is provided with training, with an emphasis on mental health, on an annual basis.

5.3. The SENCO will be responsible for:

- Collaborating with the headteacher, as part of the SLT, to determine the strategic development of the SEND policy and provision in the College.
- Working with the headteacher to ensure that the College meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND policy.
- Coordinating the specific provision made to support individual pupils with SEND, including those with EHC plans.
- Liaising with the relevant, designated teacher where a LAC has SEND.
- Advising on a graduated approach to providing SEND support.
- Advising on the deployment of the College's resources to meet pupils' needs effectively.
- Liaising with the parents of pupils with SEND.
- Liaising with other Colleges, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
- Being a key point of contact for external agencies, especially the LA and LA support services.
- Liaising with the potential future providers of education to ensure that pupils and their parents are informed about the options, and a smooth transition is planned.
- Drawing up a one-page profile of a pupil with complex SEND.
- Providing professional guidance to colleagues and working closely with staff members, parents and other agencies, including SEND charities.
- Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
- Ensuring, as far as possible, that pupils with SEND take part in activities run by the College, together with those who do not have SEND.
- Ensuring that the College keeps the records of all pupils with SEND up-to-date, in line with the College's Data Protection Policy.
- Informing the parents of pupils with SEND, who do not have an EHC plan, that SEND provision is being made.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.

- Providing training to class teachers.
- Supporting teachers in the further assessment of a pupil's particular strengths and weaknesses, and advising on effective implementation of support.

5.4. Classroom teachers will be responsible for:

- Planning and reviewing support for pupils with SEND on a graduated basis, in collaboration with parents, the SENCO and the pupils themselves.
- Setting high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving.
- Being accountable for the progress and development of the pupils in their class.
- Being aware of the needs, outcomes sought, and support provided to any pupils with SEND they are working with.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern. The relevant figures of authority include name of relevant figures.

6. Students with specific circumstances

LAC

6.1. Students at the College who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA.

6.2. The College recognises that students that have SEND are more likely to be 'looked after', and it is likely that a significant proportion of them will have an EHC plan.

6.3. The College has a designated member of staff for coordinating the support for LAC.

6.4. Where that role is carried out by a person other than the SENCO, designated teachers should work closely with the SENCO to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant College staff.

EAL

6.5. The College gives particular care to the identification and assessment of the SEND of pupils whose first language is not English.

6.6. It is necessary to consider the pupil within the context of their home, culture and community.

6.7. Where there is uncertainty about an individual pupil, the College will make full use of any local sources of advice relevant to the ethnic group concerned, drawing on community liaison arrangements wherever they exist.

6.8. The College appreciates having EAL is not equated to having learning difficulties. At the same time, when pupils with EAL make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties.

6.9. The College will look carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of English that is used there or arise from SEND.

## 7. Admissions

7.1. The College's admission policy is guided by the 'School Admissions Code' by:

- Not refusing admission for a child that has named the College in their EHC plan.
- Considering applications from parents of students who have SEND but do not have an EHC plan.
- Not refusing admission for a student who has SEND but does not have an EHC plan because the College does not feel able to cater for those needs.
- Not refusing admission for a student who does not have an EHC plan.
- Adopting fair practices and arrangements for the admission of students without an EHC plan.

7.2. Arrangements for the fair admissions of pupils with SEND are outlined in the College Admissions Policy.

## 8. Involving pupils and parents in decision-making

8.1. Parents of pupils with SEND are encouraged to share their knowledge of their child; the headteacher and SENCO will aim to give them the confidence that their views and contributions are valued and will be acted upon.

8.2. Parents will always be formally notified when the College provides their child with SEND support.

8.3. Decisions on whether the school will commission added provisions will be discussed thoroughly with the LA, parents and, when appropriate, the pupil involved.

8.4. Decisions about education will not unnecessarily disrupt a student's education or any health treatment underway.

8.5. The planning that the College implements will help parents and pupils with SEND express their needs, wishes and goals, and will:

- Focus on the pupil as an individual, not allowing their SEND to become a label.
- Be easy for pupils and their parents to understand by using clear, ordinary language and images, rather than professional jargon.
- Highlight the pupil's strengths and capabilities.
- Enable the pupil, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.
- Tailor support to the needs of the individual.

- Organise assessments to minimise demands on families.
- Bring together relevant professionals to discuss and agree together the overall approach.

8.6. The class teacher, supported by the SENCO, will meet with pupils, and their parents three times an academic year to set clear outcomes, review progress, discuss activities and support, and identify parental responsibilities.

## 9. Joint commissioning, planning and delivery

9.1. The College is committed to ensuring that pupils with SEND can achieve their ambitions and the best possible educational outcomes, as well as other opportunities, such as securing employment and living as independently as possible.

9.2. The College will work closely with local education, health and social care services to ensure pupils get the right support.

9.3. The College assists the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).

9.4. The College will draw on the wide range of local data-sets about the likely educational needs of pupils with SEND to forecast future needs, including:

- Population and demographic data.
- Prevalence data for different kinds of SEND among children and young people at the national level.
- Numbers of local children with EHC plans and their main needs.
- The numbers and types of settings locally that work with or educate pupils with SEND.
- An analysis of local challenges/sources of health inequalities.

9.5. The College's Data Protection Policy will be adhered to at all times.

9.6. The College will plan, deliver and monitor services against how well outcomes have been met, including, but not limited to:

- Improved educational progress and outcomes for children and young people with SEND.
- Increasing the identification of pupils with SEND prior to school entry.

9.7. Where pupils with SEND also have a medical condition, their provision will be planned and delivered in coordination with the EHC plan.

9.8. SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

## 10. Funding

10.1. The school will allocate the appropriate amount of funding for the SEND provision of its pupils.

## 11. Local Offer

11.1. We work in collaboration with the local authority, where appropriate, in line with the local offer.

The College will adopt the following approach:

- Collaborative: The College will work with LAs, parents and pupils in developing and reviewing the Local Offer. The College will also co-operate with those providing services.
- Accessible: The published Local Offer will be easy to understand, factual and jargon free. It is structured in a way that relates to pupils' and parents' needs.
- Comprehensive: Parents and pupils will know what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The Local Offer will include eligibility criteria for services, where relevant, and make it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.
- Up-to-date: When parents and pupils access the Local Offer, it is important that the information is up-to-date.

## 12. Graduated approach

12.1. Once a pupil with SEND has been identified, the school will employ a graduated approach to meet the pupil's needs by:

- Establishing a clear assessment of the pupil's needs.
- Planning, with the pupil's parents, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
- Implementing the interventions, with the support of the SENCO.
- Reviewing the effectiveness of the interventions, and making any necessary revisions.

## 13. Assessment

13.1 We liaise with parents and students where we feel an assessment of their needs is required, taking into account their desired outcomes and the views.

13.2. The College will share information with other professionals at the request of the student and their parents for assessment purposes.

13.3. The College will gather advice from relevant professionals about the student concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.

13.4. In tracking the learning and development of pupils with SEND, the school will:

- Base decisions on the insights of the pupil and their parents.
- Set pupils challenging targets.

- Track their progress towards these goals.
- Review additional or different provisions made for them.
- Promote positive personal and social development outcomes.
- Base approaches on the best possible evidence, and ensure that they are having the required impact on progress.

13.5. Detailed assessments will identify the full range of the individual's needs, not just the primary need.

13.6. Where possible, pupils' needs will be defined under the 'SEND Code of Practice: 0 to 25 years' broad areas of need:

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

13.7. Where a pupil continually makes little or no progress, or is working substantially below expected levels, the school will consult with parents before involving specialists.

#### 14. Training

14.1. Relevant staff members will keep up-to-date with any necessary training, which will be provided by the SENCO as well as external agencies, where appropriate.

14.2. Training will cover both the mental and physical needs of pupils with SEND.

14.3. The training offered will be delivered to ensure equality, diversity, understanding and tolerance.

14.4. Mental health will be a key consideration for all training that the SENCO participates in, along with any training that staff are given.

14.5. During staff induction, all staff will receive SEND training.

14.6. Training will cover the following:

- Identifying SEND in pupils
- Liaising with the school's SENCO
- Implementing support measures
- Monitoring the success of those support measures
- De-escalation techniques
- Restraining techniques
- How to develop peaceful learning environments
- How to develop lessons so they are engaging for pupils with varying forms of SEND

- Reasonable adjustments
- How to help with emotional development

## 15. Promoting mental health and wellbeing

15.1. The school will implement a Social, Emotional and Mental Health Policy.

15.2. The curriculum for PSHE will focus on promoting pupils' resilience, confidence and ability to learn.

15.3. Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.

15.4. A child psychologist will be available where a pupil requires such services.

15.5. Where appropriate, the school will support parents in the management and development of their child.

15.6. Peer mentoring will be used to encourage and support pupils suffering with SEMH difficulties. Mentors will act as a confidant with the aim of easing the worries of their mentee.

15.7. When in-school intervention is not appropriate, referrals and commissioning will be used instead. The College will continue to support the pupil as best it can.

15.8. For pupils with more complex problems, additional in-school support will include:

- Supporting the pupil's teacher, to help them manage the pupil's behaviour.
- Additional educational one-to-one support for the pupil.
- One-to-one therapeutic work with the pupil, delivered by mental health specialists.
- An IHP. All schools must comply with the statutory duty of caring for pupils with medical needs.
- Providing professional mental health recommendations, e.g. regarding medication.
- Family support and/or therapy, upon the recommendation of mental health professionals.

15.9. The College will also consider whether disruptive behaviour is a manifestation of SEMH needs.

15.10. The College will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

## 16. EHC plans

16.1. The College will fully cooperate with the LA when research about the pupil is being conducted.

16.2. The College will provide the LA with any information or evidence needed.

16.3. All relevant teachers will be involved in contributing information to the LA.

16.4. If the College decides to implement an EHC plan, the parents and the pupil will be informed, including the reasons for this decision.

16.5. The College will meet its duty to provide parents or the individual pupil with 15 calendar days to consider and provide views on a draft EHC plan.

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

16.7. If the LA decides not to issue an EHC plan, the parents of the pupil, or the pupil themselves, will be informed within a maximum of 16 weeks from the initial request of an EHC assessment.

16.8. The College will admit any pupil that names the school in an EHC plan or EHC needs assessment process.

16.9. The College will ensure that all those teaching or working with a pupil named in an EHC plan are aware of the pupil's needs and that arrangements are in place to meet them.

16.10. All reasonable provisions will be taken by the College to provide a high standard of education.

16.11. Staff will be briefed about any potential problems and a procedure will be put into place to deal with certain situations.

16.12. The school will specify the outcomes sought for a pupil in terms of specific, measurable, achievable, realistic and time scaled (SMART) outcomes.

16.13. The school will ensure that each pupil's EHC plan includes the statutory sections outlined in the 'SEND Code of Practice: 0 to 25 years', labelled separately from one another.

16.14. If a pupil's needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment.

- Thereafter, the Principal will request the LA to conduct a re-assessment of a pupil whenever they feel it is necessary.

- Following the re-assessment, a final EHC plan will be issued within 14 weeks from the request being made.

16.15. The College will ensure that any EHC plan information is kept confidential and on a need-to-know basis.

16.16. Information regarding a pupil's EHC plan will only be shared with other educational institutions if the pupil is transferring there, for the institute to develop an individual learning plan.

16.17. The College will take steps to ensure that pupils and parents are actively supported in developing and reviewing EHC plans.

16.18. Where necessary, the College will provide support from an advocate to ensure the pupil's views are heard and acknowledged.

16.19. The school will ensure that parents are consistently kept involved throughout the implementation of an EHC plan.



16.20. The school will ensure that the whole process of an EHC needs assessment and development takes no longer than 20 weeks from when the initial request was received.

17. Reviewing the EHC plan

17.1. The College will:

- Cooperate with the relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.
- Ensure that the appropriate people are given at least two weeks' notice of the date of the meeting.
- Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents involved at all times.
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.
- Cooperate with the LA during annual reviews.
- Lead the review of the EHC plan in order to create the greatest confidence amongst pupils and their family.
- Seek advice and information about the pupil prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.
- Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan.
- Provide the LA and parents with any evidence to support the proposed changes and giving those involved at least 15 days to comment and make representations.
- Clarify to the parents and pupil that they have the right to appeal the decisions made in regards to the EHC plan.

18. Transferring between different phases of education

18.1. EHC plans will be reviewed and amended in sufficient time prior to a pupil moving between key phases of education, to allow for planning for and, where necessary, commissioning of, support and provision at the new phase.

18.2. The review and amendments will be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools.

18.4. For pupils moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan, including specifying the post-16 provision and naming the institution, must be completed by the 31 March in the calendar year of the transfer.

19. SEND tribunal

19.1. All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the pupil's education suffering.

19.2. In all cases, the school's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.

19.3. Following a parent's complaint or disagreement about the SEND provisions being supplied to a pupil, the school will contact the LA immediately to seek disagreement resolution advice, regardless of whether an EHC plan is in place.

20.3. The College will transfer all relevant information about pupils to any educational institution that they are transferring to.

20.6. The College will take an active role in preparing pupils with SEND for their transition into adult life, preparing them to achieve their ambitions in terms of HE or employment, taking responsibility for their health, where they will live, their relationships, their finances, social integration and independence.

21. Data and record keeping

21.1. The College will:

- Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all pupils.
- Maintain an accurate and up-to-date register of the provision made for pupils with SEND.
- Show all the provisions the school makes which is different or additional to that offered through the school curriculum on a provision map.

21.2. The College keeps data on the levels and types of need within the school and makes this available to the LA.

21.3. The SEND information report will be published on the College website;

21.4. All information will be kept in accordance with the school's Records Management Policy and Data Protection Policy.

22. Confidentiality

22.1. The College will not disclose any EHC plan without the consent of the pupil's parents, except for disclosure:

- To a SEND tribunal when parents appeal, and to the Secretary of State under the Education Act 1996.
- On the order of any court for any criminal proceedings.
- For the purposes of investigations of maladministration under the Local Government Act 1974.
- To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.
- To Ofsted inspection teams as part of their inspections of schools and LAs.

- To any person in connection with the pupil's application for students with disabilities allowance in advance of taking up a place in HE.
- To the headteacher (or equivalent position) of the institution at which the pupil is intending to start their next phase of education.

22.2. The College will adhere to the Pupil Confidentiality Policy at all times.

### 23. Resolving disagreements

23.1. The College is committed to resolving disagreements between pupils and the school.

23.2. In carrying out of duties, we:

- Support early resolution of disagreements at the local level.
- Explain the independent disagreement resolution arrangements in our Complaints Procedures Policy, which is available for disagreements across special educational provision, and health and care provision in relation to EHC plans and tribunals.

23.3. The school's Complaints Procedures Policy will be published on the school's website; additionally, the school will publish details regarding how complaints from parents of children with SEND will be handled.

### 24. Publishing information

24.1. The school will publish information on our website about the implementation of the SEND Policy.

24.2. The governing board will publish details of the SEND information report on the website.

24.3. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

### 25. Monitoring and review

25.1. The policy is reviewed on an annual basis by the headteacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff.

25.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

25.3. The next scheduled review date for this policy is March 2022.