



# SEN Policy



St Ralph Sherwin  
Catholic Multi Academy Trust

## Federation of All Saints and St. Margaret's Catholic Voluntary Academy

OUR VISION STATEMENT: Our vision is to create a happy, caring and stimulating environment where children will recognise and achieve their fullest potential whilst having fun on the journey, so that they can make their best contribution to society.

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### 1. Aims

Our SEN policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEN)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEN
- We aim to meet the diversity of the children’s learning in a mainstream setting by way of:
  - A broad and balanced curriculum which is relevant to their strengths and needs
  - High quality teaching that is differentiated and which results in progress
  - An appropriate level of challenge
  - Promoting a positive attitude and resilience

### 2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools’ responsibilities for pupils with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools’ responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

this policy also complies with our funding agreement and articles of association.

### 3. Definitions

A pupil has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- › A significantly greater difficulty in learning than the majority of others of the same age, or
- › 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

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

## 4. Roles and responsibilities

### 4.1 The SENCO

The SENCO is **Mr. B. Steane** who can be contacted via the school offices on 01457 852756 or 01457 855818

They will:

- › Work with the head teacher and SEN governor to determine the strategic development of the SEN policy and provision in the school
- › Have day-to-day responsibility for the operation of this SEN policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- › Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high quality teaching
- › Advise on the graduated approach to providing SEN support
- › Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- › Be the point of contact for external agencies, especially the local authority and its support services
- › Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- › Work with the head teacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- › Ensure the school keeps the records of all pupils with SEN up to date

### 4.2 The SEN governor

The SEN governor will:

- › Help to raise awareness of SEN issues at governing board meetings
- › Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- › Work with the head teacher and SENCO to determine the strategic development of the SEN policy and provision in the school

### 4.3 The head teacher

The head teacher will:

- › Work with the SENCO and SEN governor to determine the strategic development of the SEN policy and provision in the school
- › Have overall responsibility for the provision and progress of learners with SEN and/or a disability

## 4.4 Class teachers

Each class teacher is responsible for:

- › The progress and development of every pupil in their class
- › Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- › Working with the SENCO to review each pupil's progress and development and decide on any changes to provision
- › Ensuring they follow this SEN policy

## 5. SEN information report

### 5.1 The SEN Information Report

Our school produces an annual Information report which gives more in-depth details about how we cater for additional needs, training and agencies we work with. This document is also intended to support parents in understanding provision. Our information report can be found on our website and is also available on request.

### 5.2 Complaints about SEN provision

Complaints about SEN provision in our school should be made to the class teacher in the first instance. If the class teacher is unable to resolve the issue, it will then be passed to the SENCO. If the SENCO is unable to resolve the issue with 10 working days, the parent may make a formal complaint to the Head Teacher. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- › Exclusions
- › Provision of education and associated services
- › Making reasonable adjustments, including the provision of auxiliary aids and services

### 5.3 Contact details of support services for parents of pupils with SEN

Parent Partnership for Derbyshire - is a free and impartial service which provides support, guidance and information about education issues to parents of children who have SEND. They can be contacted by calling their helpline on 01629 533668 (Monday to Friday 0930 – 1500) or via email [parent.partnership@derbyshire.gov.uk](mailto:parent.partnership@derbyshire.gov.uk) or you can visit their website: [www.derbyshireparentpartnership.co.uk](http://www.derbyshireparentpartnership.co.uk)

Derbyshire Local Offer – aims to pull together information about all services available to those supporting children with SEND. Visit their website for more details – [http://localoffer.derbyshire.gov.uk/what\\_is\\_local\\_offer/](http://localoffer.derbyshire.gov.uk/what_is_local_offer/)

### 5.4 Contact details for raising concerns

Mrs G.Beaumont – Head Teacher – 01457 852756 or 01457 855818

Mr. B. Steane - SENCO – As above

## 6. Monitoring arrangements

This policy and information report will be reviewed by SENCO/Safeguarding Governor **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## 7. Links with other policies and documents

This policy links to our policies on:

- Accessibility plan
- Behaviour
- Equality information and objectives
- Supporting pupils with medical conditions
- Anti bullying
- Child Protection and Safeguarding