

# SEND POLICY

Updated February 2024

---

This policy sets out the procedures for ensuring that pupils identified as having special educational needs (SEN) and/or a disability have their needs addressed in order to access a broad and balanced curriculum, reach their potential and participate in the wider life of the school. In meeting these responsibilities the school will be informed by the Special Educational Needs and Disability Act (2001), the Equality Act (2010), The Children and Families Act (2014), SEND Code of Practice (2015) and the GDST Inclusion Policy.

The policy applies to:

- Any pupil hindered in accessing the full curriculum and fulfilling her/his potential without recognition of their needs and some form of provision;
- Any pupil with a disability which prevents or hinders her/him from making use of educational facilities of a kind generally provided for children of the same age.

## Statement of values

Enabling all pupils to participate in the full range of school life and activities, and to succeed to their individual potential, forms the underlying principle upon which our provision of support for learning is based and is a core part of Shrewsbury High School and the GDST's values.

Our school is committed to creating a positive learning environment which promotes a belief in what may be possible and a view of ability that is flexible, not fixed. This whole-school ethos reflects the value we place on diversity and respect accorded to all individuals. Support for a variety of needs is a collective whole-school responsibility – all teachers are teachers of pupils with individual needs.

## Definition of educational inclusion

Inclusive education is education which increases the participation of **all** students in and reduces their exclusion from: the curriculum, other areas of school life, and the wider school community.

Any amendments to this policy and a review of its implementation, including the allocation of resources, will be made in consultation with the Head, and formally recorded.

## Policy Aims

The aims of this policy are:

- To define the school's objectives regarding SEND and how these will be met;
- To define the role of the SENDCo and the overall management of SEND provision in the school;
- To define the nature and level of school intervention.

## Policy Objectives

- Pupils with SEND are integrated as fully as possible into the life of the school and offered full access to a broad, balanced and relevant education, including an appropriate curriculum;
- Additional needs are identified as early as possible and procedures are in place to ensure these are met;



SHREWSBURY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

- Communication systems are effective and all staff are supported in meeting additional needs;
- Pupils with SEND feel valued members of the school community;
- Appropriate resources are available and are used in the school;
- The views of the child are sought and taken into account;
- Parents play a role in supporting their child's education;

Full use is made of support agencies outside the school where appropriate.

## Definition of SEN

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for her (6.15, SEND Code of Practice).

A child of compulsory school age or a young person has a learning difficulty or disability if she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

## The role of the Head

The Head takes overall responsibility for the school's policies and procedures in relation to areas of inclusion, ensuring that these accord with the principles and aims of the Trust's Inclusion Policy, and that all staff are aware of their responsibilities in this area.

The Head will also establish the appropriate staffing arrangements, and assign clear responsibilities to post holder(s). Expectations of the post holder(s) in terms of levels of responsibility, the time available to undertake the role, commitment of other staff and linkages to key personnel should be made explicit.

## The role of the SENDCo

The SENDCo is responsible under the leadership and direction of the Head and Governors for overseeing the development, implementation, monitoring, evaluation and reviewing of the SEND Policy at Shrewsbury High School in consultation with:

- Parents
- Students
- Governors
- Teaching Staff and Teaching Assistants
- External Agencies

## Admissions

Details of general admissions procedures can be found in Shrewsbury High School's Admissions Policy. In addition, consideration is taken of the needs of individual students. Information is gathered through a



SHREWSBURY  
HIGH SCHOOL

G D S T  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

structured transition procedure which includes open communication with parents, liaison with feeder schools and individual health checks.

All necessary access arrangements are organised for pupils with SEND taking admission tests, and arrangements are made by the school to ensure equal access for disabled pupils as outlined in the school's Equal Opportunity Policy.

At admission each pupil is considered as an individual case to see whether the school can effectively meet their needs. Every effort is made to accommodate the pupil's needs where possible. A child would only be refused entry if adjustments judged necessary for the pupil's inclusion went beyond what the school could reasonably provide.

## Identification, assessment and monitoring

Criteria for Identification and Assessment:

- Information from previous schools, parents/carers, students and outside professionals will be used to identify specific learning needs.
- At the Junior school, if concerns are raised by teachers, the SENDCo will carry out observations which could lead to screening to identify individual needs. This will be after consultation with parents. For new children from Y1-Y6, the class teacher will monitor progress and raise any concerns to SENDCo via CPOMS. The SENDCo will then carry out observations to inform teachers of any particular learning styles a pupil may have. They may also provide a baseline for any intervention which may be considered beneficial.
- At the Senior school, students entering in years 7 and 12 and any new students will be screened, using a variety of methods, to identify individual needs. If there is a concern, information will be gathered from teachers and added to CPOMS as supporting evidence and parents will be consulted.
- CPOMS will be used by staff to identify students who have difficulties in their learning.
- The school will assess students when concerns are raised regarding a child's learning and/or social wellbeing.
- Ongoing monitoring and assessment will be carried out, at all stages, to identify specific areas of need.

## Provision

- Shrewsbury High School aims to provide high quality teaching and learning for all students.
- Subject teachers will use adaptive teaching in accordance with individual learning needs.
- Progress will be tracked and monitored by subject teachers, the school's SENDCo, Deputy Head (Junior) and Heads of Stage (Senior).
- The curriculum may be adapted to meet the personalised learning needs of identified students.
- Students are included in the full range of school life and activities in accordance with the GDST's Inclusion Policy.



SHREWSBURY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

- The school will work with external specialist services as appropriate to the needs of individual students. Specialist advice and support will be shared with teaching staff and implemented as appropriate.
- The school will support students with a EHCP by following the guidelines and advice within the document.
- The curriculum, facilities, buildings, fixtures and fittings will be reviewed and adapted to meet the needs of all students in accordance with the Equality Act 2010 and the school's Accessibility Plan.

## **Shrewsbury High School will provide the following graduated response for SEND students as outlined in the SEN Code of Practice 2015**

**SEND Support**– Provision for students will involve arrangements that are additional to and different from the usual curriculum. This will usually be delivered by the class/subject teacher based in the classroom. Advice and strategies will be provided by the school SENDCo and outside professionals where appropriate.

External support services may provide more specialist assessments and advise staff on strategies and materials. They may also provide individual support where appropriate. Students will be based predominantly in the classroom with some limited targeted support provided by a member of the Learning Enhancement team. There may also be access to individual or small group intervention to support specific areas of learning.

**EHCP** – The school will comply with directions set out in Education, Health and Care Plan documentation. Provision will be increasingly individualised according to needs.

### **Provision for disabilities**

The school has an accessibility plan to improve over time its accessibility to existing and prospective pupils with disabilities. Where provision for specific disabilities is not already in place, the school will work with individual pupils and their parents to determine appropriate support.

### **Complaints**

Complaints will be dealt with in accordance with the GDST's Complaints Procedure.

### **Links to other policies**

- Shrewsbury High School's Behaviour and Good Conduct Policy
- GDST Anti Bullying Policy
- Shrewsbury High School's Safeguarding Policy
- Shrewsbury High School's Accessibility Policy
- Shrewsbury High School Teaching and Learning Policy
- Shrewsbury High School Marking and Feedback Policy
- Shrewsbury High School More Able Policy
- Shrewsbury High School EAL Policy
- Shrewsbury High School Induction for Teaching Staff Policy



**SHREWSBURY**  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

- 
- Shrewsbury High School Differentiation Policy
  - Shrewsbury High School Monitoring and Evaluation Policy

## **Review:**

This Policy will be reviewed annually. Next review date will be February 2025.

## **Procedures for SEND at Shrewsbury High School**

### **External Assessments at Shrewsbury High School**

Some elements of SEND provision may be charged to parents. At Shrewsbury High School this includes arrangements for diagnostic assessments carried out by Educational Psychologists or Specialist Teachers.

Students who may otherwise be disadvantaged due to a learning difficulty may be assessed for access arrangements for public examinations. Access arrangements are intended to redress an imbalance, where it exists. For example, a candidate with a slow processing speed may be allowed extra time in an exam to provide them with an equal opportunity to respond to questions.

Recommendations for exam access arrangements will be based on the current JCQ criteria and the Senior School SENDCo will liaise with parents, students and the Exams Officer as to appropriate arrangements. Before access arrangements testing can take place, the student must demonstrate that this is their normal way of working. Teachers will supply the SENDCo with evidence of need to describe the student's detailed picture of need and evidence normal way of working. The Senior School SENDCo will gather evidence and assess whether the student should undertake access arrangements testing. The Senior School SENDCo is qualified to administer access arrangements testing and will complete all Parts of Form 8, and, with the Exams Officer, the student will be entered using the JCQ online application system (AAO).

Parents have the right to seek a diagnostic assessment for their child. However, the organisation or individual performing the assessment must have prior contact with the school to gather background information on the pupil before going ahead with the assessment. Access arrangements testing will be carried out by the Senior School SENDCo, who has a Level 7 qualification in assessing for access arrangements. The results are then submitted to the examination boards for approval and access arrangements implemented. The final decision on access arrangements can only be made by the Senior School SENDCo and the Head.

Students requiring the use of a word processor in public examinations must demonstrate that this is their normal method of producing work in lessons and the school must hold evidence demonstrating the reasons for the award of the use of a word processor.

## **Nature and Level of Intervention**



SHREWSBURY  
HIGH SCHOOL

---

G D S T  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

At Shrewsbury High School students with an identified learning need are placed on the SEND Support Register. The specific learning need is usually identified by a fully qualified professional who has carried out a diagnostic assessment. A summary of the professional advice contained in the report is added to their SEND Profile on the register and advice is disseminated to staff. This includes details of the identified learning need as well as practical advice and strategies to support teaching and learning.

Depending on their individual needs, most students on the SEND Support Register will complete a Pupil Passport outlining their strengths, interests, aspirations and areas they find challenging. Students also identify strategies and support which they find particularly helpful. Parents/carers are also invited to contribute to the document enabling them to add their views and advice. Each Pupil Passport is sent to the student's teachers and information is disseminated to all staff through training, updates in briefing and information provided on the SEND Support register.

Students who have been identified as having less severe barriers to their learning are placed on the school's internal concerns list. This may be for a temporary or longer term period depending on the nature of need and the rate of students' progress. The concerns list is reviewed jointly by the Junior School Deputy Head and Learning Enhancement team. At Seniors, it is reviewed by the Head of Stage and the Learning Enhancement Team. Appropriate advice and strategies are offered to class and subject teachers as part of a differentiated curriculum. Support is also available from the Learning Enhancement team, who may offer focused small group or individual sessions as appropriate to needs and under direction from the SENDCo.

Students on the SEND Support Register and concerns list may receive additional support from the SENDCo or Learning Enhancement Team. This could take the form of 'in class' support, small group sessions or individual, one to one, work. For children in Year 3 and above, this will be recorded on a Pupil Centred Plan (PCP) which will be shared with teachers and reviewed at a time indicated on the PCP.

It should be stressed that provision need not be in the form of separate coaching – in most cases it is likely that the pupil will be catered for within the classroom context through high quality teaching targeted at their area of weakness (1.24, Code of Practice).

Intervention is not necessary where a child makes adequate progress. Many pupils will make adequate progress in a supportive environment without any additional intervention, and staff have received training in identifying and supporting pupils with additional needs. If, however, adequate progress is not seen to be being made, an intervention will be made using the approach outlined in this policy.

## EHCP

- In the matters of placement and providing for pupils with an Educational Health and Care Plan, the school will comply with the SEND Code of Practice (2015);
- Schools and parents both have a statutory right to ask the LA to conduct a statutory assessment or reassessment of a child's educational needs (Education Act 1996 Section 328-9);
- The school will consult parents before requesting an assessment;
- The school will supply evidence as required to the LA for the purposes of the assessment (and for any subsequent review – where the pupil is wholly or partly funded by the LA);



SHREWSBURY  
HIGH SCHOOL

G D S T  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

- Where the LA sets out the provision to be made in an EHCP, the school will work with the LA, relevant professionals and parents to ensure the requirements are met;
- The Head will ensure that the child's special educational needs are made known to all those who teach them;
- Progress will be monitored and reviewed on an ongoing basis. Additionally, any child with a EHCP will have a Pupil Passport which will be reviewed at least twice a year, and the EHCP itself will be reviewed annually. The student may also have a Pupil Centred Plan (PCP) where academic and developmental targets are reviewed termly;
- All funding provided for support of a child in receipt of a EHCP will be used by the school to promote the best interests of that child (within the context of the whole school);
- Where a pupil is wholly or partly funded by a local authority an annual account of income received and expenditure incurred by the school in respect of that pupil will be submitted to the local authority and on request to the Secretary of State.

## Record Keeping

- On-going and working documents are available to all staff through the school's intranet or from the Learning Enhancement department. Teaching staff are expected to make themselves familiar with the details, strategies and advice for students they teach;
- Records of all formal assessments are held in a locked filing cabinet in the Learning Enhancement department to ensure confidentiality.
- On transition, SEND information on file will be transferred to the new school if requested (6:57 Code of Practice)

## Including Pupils

The school recognises that pupils with SEND often have a unique knowledge of their own needs and circumstances. They will be encouraged to take responsibility for their own learning and fully participate in all the decision-making processes that occur, including:

- the assessment of their needs;
- the arrangement of provision including drawing up Pupil Passports or Pupil Centred Plans (PCP) with the SENDCo;
- their annual review where applicable.

## SEND, Pastoral Care and Safeguarding

Pupils with SEND are statistically more vulnerable to peer-on-peer and other forms of abuse. School staff are alert to the additional challenges children with SEND may face, and the barriers that can exist when recognising abuse and neglect in this group of children.

These barriers may include:



SHREWSBURY  
HIGH SCHOOL

G D S T  
GIRLS' DAY SCHOOL TRUST

# SEND POLICY

Updated February 2024

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further explanation
- Being more prone to group isolation than other children
- The potential for children with SEND to be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and
- Communication barriers and difficulties in overcoming these barriers

Safeguarding children and young people with SEND requires understanding, foresight, reflection and communication. Staff are trained to recognise and respond to the pastoral needs of pupils with SEND, and school policies such as the Safeguarding, Behaviour and Anti-Bullying Policies take these into account. The SENDCo liaises regularly with the DSL, Heads of Stage and other staff with pastoral responsibilities.

## Partnership with Parents

It is the policy of this school to actively engage with parents and carers and involve them as much as is practical in the life and work of the school and the teaching and learning of their children. Parents should feel informed about the school's procedures, involved in decision making processes, and welcome in the school.

- parents are informed about the SEND Policy;
- parents are aware of the Pupil Passports and Pupil Centred Plans;
- parents are informed and involved where special provision is arranged for their child;
- parents are encouraged to support arrangements that are made for their child;
- parents receive information and updates about progress, and are encouraged to participate in any review;
- parents are encouraged to contribute as part of the EHCP process.

## INSET and support / professional development of staff

- The school's SENDCos attend regular CPD and update sessions
- Teaching staff receive regular inset sessions focused on differing learning needs as well as on-going advice from the school's SENDCos
- Support staff are offered regular internal and external training opportunities
- SENDCo from Junior school regularly meets with SENDCo from Senior school

## Partnership with outside agencies

The school maintains regular links with local external support services. These include the Sensory Inclusion Service and the Speech and Language Service. A list of external specialist agencies is held by the SENDCo for use within the school and as a reference point for parents.

## Success criteria and demonstration of the effectiveness of the policy



SHREWSBURY  
HIGH SCHOOL

G D S T  
GIRLS' DAY SCHOOL TRUST



# SEND POLICY

Updated February 2024

---

The principles underlying the school's provision for pupils with SEND will form the basis for the evaluation process.



SHREWSBURY  
HIGH SCHOOL

---

GDST  
GIRLS' DAY SCHOOL TRUST