SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) PROCEDURES

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LEARNING SUPPORT - Torquay Girls' Grammar School

Special Educational Needs and Disability (SEND) Procedures

This booklet contains details of SEND procedures as of January 2018.

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Use of SEND Acronyms

AA:	Access Arrangements
AC:	Autism Champion
ASD:	Autism Spectrum Disorder
C & I:	Communication and Interaction
C & L:	Cognition and Learning
CIM:	Class Intervention Map
COP:	SEND Code of Practice
CTOPP2:	Comprehensive Test of Phonological Processing, Second Edition
DASH:	Detailed Assessment of Speed of Handwriting
DASH17+:	Detailed Assessment of Speed of Handwriting 17+, DASH17+
DRA:	Diagnostic Reading Analysis Second Edition
DSL	Designated Safeguarding Lead
EAL:	English as an additional language
EHCP:	Education, Health and Care Plan
HLTA:	Higher Level Teaching Assistant
HOD:	Head of Department
HOY:	Head of Year
HQ T & L:	High Quality Teaching and Learning
IHP:	Individual Healthcare Plan
JCQ:	Joint Council for Qualifications
KAW:	Key Assessment Work
PE:	Parents Evening
PRF	Pupil Registration Form
S & P:	Sensory and/or Physical
SEMH:	Social, Emotional and Mental Health
SEND:	Special Educational Needs and Disability
SENDCo:	Special Educational Needs and Disability Co-coordinator
SIMS:	School Information Management System
SS:	SEND Support
SSR:	Student Support Review
TA:	Teaching Assistant
TTA:	Technical Teaching Assistant
WIAT II T UK:	Weschler Individual Achievement Test
WRIT:	Wide Range Intelligence Test

SEND Standard Interventions

1. **HQ T & L Strategies** - These are used by teachers as a matter of course in class (in line with the SEND Code of Practice).

2. **Educational Assessments** – These are carried if appropriate after students have been referred to the SEND team by teachers.

3. **SSR** - This document supports student's targets for learning and identifies classroom strategies for teachers to use in class (one per year).

4. **Student SEND Report** - All teachers write a subject specific SEND report for all identified SEND students (updated annually).

5. **Parents Evening** – Teachers respond to SEND needs as appropriate in their discussions with parents. Assistant SENDCo to be available during the day of parents evening for years 7-11 and will follow up with appointments after PE if concerns are raised.

6. **Other types of support are offered as appropriate** e.g. Assistant SENDCo support at lunchtimes, 1-1 Teaching Assistant support in lessons, Spelling Programme, Touch Typing programme etc.

Year 7 Admissions

Prior to September:

- Year 7 Pupil Registration Form completed electronically by parents and sent to school's Admission Officer.

- SEND and Medical Information provided via PRF from parents.

- We require parents of ALL students with a medical condition (of any type) to provide information via the Electronic Pupil Registration Form. Please note it is parental responsibility to keep us updated with changes or new medical needs. This can be done through Parentlite for non-emergency medical conditions. If you would like to inform us of any serious medical conditions please email your daughter's Head of Year and copy in sendadmin@tggsacademy.org (The SEND team would be grateful to receive any copies of additional medical evidence to support your daughters' medical condition via email or post).

- Please note you can phone the school at any point with emergency medical requirements – 01803 613215

- SENDCo will liaise with Primary School SENDCo if appropriate and may visit the Primary School to meet with SENDCo, Parents and / or student.

- SEND / Medical Information must be collated before Year 7 Induction Day → Disseminated to Staff by Induction Day.

- TAPS Forms – from Primary Schools (not always complete picture) → HoY 7 to collate relevant information.

SEND / Medical Information:

- Overview given to staff.

- Medical information - put on SEND Register / added to Medical section on SIMS / Additional information uploaded to SIMS.

- SEND Information – Added to SEND Register / Added to SIMS.

- Physical and /or Sensory Needs - School liaises with Outreach services.

- SEMH – responsibility of HoY in first instance.

Assessment:

- Assistant SENDCo – To complete DASH Assessment with Year 7 in September (see assessment procedure).

- SSR completed if necessary (see SSR procedure).

- AA applied if necessary.

- EHCP - Confirmation with EgressSwitch to SENDCo (SENDCo Primary→Transition meeting→plan decided individually).

Year 12 SEND Admissions
(Students joining from other schools)

- Parents to email SENDadmin@tggsacademy.org with details of any known student SEND requirements, including access arrangements in examinations, by 15th September.

- Parents should provide the school with evidence of all other relevant documentation such as Educational Assessments, Educational Psychologist reports, evidence of access arrangements in examinations etc. (Note – parents may need to contact their daughters previous school for documentation.) This can be emailed to the school or sent as a hard copy.

    - SEND and Medical Information provided via paper PRF from parents. (website info)

- We require parents of ALL students with a medical condition (of any type) to provide information via the Electronic Pupil Registration Form. Please note it is parental responsibility to keep us updated with changes or new medical needs. This can be done through Parentlite for non-emergency medical conditions. If you would like to inform us of any serious medical conditions please email your daughter's Head of Year and copy in sendadmin@tggsacademy.org (The SEND team would be grateful to receive any copies of additional medical evidence to support your daughters' medical condition via email or post).

- Please note you can phone the school at any point with emergency medical requirements – 01803 613215

- The Assistant SENDCo will send **all** new students a SEND questionnaire to complete via the school registers.

- Any student joining the sixth form with SEND or a medical condition (if necessary) will be seen personally by the Assistant SENDCo. All SEND students will then complete a SSR form.

- The SSR contains information about additional needs / AA and students then choose HQ T & L strategies to help support them in class, along with their own personal learning targets. The SSR will be distributed to parents for their feedback. The SSR will be uploaded to SIMS and distributed to teaching staff. Students are then required to initiate a conversation with their teacher about their learning needs.

- We do not actively support sixth form students in lessons unless they have an EHCP. We support teachers through appropriate training to assist with HQ T & L, which is in line with the COP.

- Students with additional needs will be added to the SEND Register / AA list as appropriate and relevant information will be made available to teaching staff.

Referrals from Parents

- Member of staff who receives referral passes it on via email to SEND@tggsacademy.org with any other relevant information.

- Parents contact SEND directly via phone, email, letter or at parents evening.

- SEND staff to identify the need by contacting or gathering necessary information from:

  - Teaching staff and/or;
  - Pastoral team (HOY, AHOY, TUTOR, Safeguarding)
  - Parents
  - External Agencies
  - KAW and Examination Data

- Note – JCQ require Teacher referrals as part of the 'Form 8' which needs to be completed when applying for AA. Note – we will not carry out any Educational Assessments without a Teacher Referral.

- SEMH concern: Student referred to Pastoral Team (HOY, TUTOR).

- Safeguarding concern: Student referred to Designated Safeguarding Lead.

- Medical concern: IHP to be completed (see Medical Policy) and uploaded to SIMS, in addition staff alerted via email (once monthly), SEND register updated. (website)

  - Medical concern: SEND and Medical Information provided via PRF from parents.

- We require parents of ALL students with a medical condition (of any type) to provide information via the Electronic Pupil Registration Form. Please note it is parental responsibility to keep us updated with changes or new medical needs. This can be done through Parentlite for non-emergency medical conditions. If you would like to inform us of any serious medical conditions please email your daughter's Head of Year and copy in sendadmin@tggsacademy.org (The SEND team would be grateful to receive any copies of additional medical evidence to support your daughters' medical condition via email or post).

- Please note you can phone the school at any point with emergency medical requirements – 01803 613215

- Subject Specific concern: SEND team to contact teaching staff and HOD.

- SEND concern: (depending on need) the following strategies will be considered:

  - Check student data
  - Student observation in lessons
  - Student meeting with Assistant SENDCo/ SENDCo to identify need
  - Educational Assessment
  - Communication with parents, pastoral or teaching staff
  - Further strategies sent out to teaching staff to aid HQ T & L / SSR – new or updated

- Contact external agencies e.g. Social or Health
- Lunchtime support session(s) with Assistant SENDCo

- Note – If a parent wishes to pay for an external provider to carry out an Educational Assessment the assessor is required by JCQ to contact the school BEFORE testing to request appropriate Teacher Referrals. We are not obliged to fulfil this request once an Educational Assessment has taken place and this may mean that the appropriate 'Form 8' does not get submitted to the examination board.

SEND Referrals from Students

Students can refer themselves to SEND for:

1. Learning concerns e.g. Completion of examinations, visual difficulties, text disturbance, reading, spelling, understanding information, retaining information, revision techniques etc.

   - In person (study centre) TA, Assistant SENDCo, SENDCo
   - Email to SENDadmin@tggsacademy.org
   - Speaking to Tutor / teacher/ HOY etc. to pass on referral

- SEND staff to identify the need by contacting or gathering necessary information from:

  - Teaching staff and/or;
  - Pastoral team (HOY, TUTOR, Safeguarding)
  - Parents
  - External Agencies
  - KAW and Examination Data

- Note – JCQ require Teacher referrals as part of the 'Form 8' which needs to be completed when applying for AA. Note – we will not carry out any Educational Assessments without a Teacher Referral.

- SEMH concern: Student referred to Pastoral Team (HOY, TUTOR, counsellor).

- Safeguarding concern: Student referred to DSL.

  - Medical concern: SEND and Medical Information provided via PRF from parents.

- We require parents of ALL students with a medical condition (of any type) to provide information via the Electronic Pupil Registration Form. Please note it is parental responsibility to keep us updated with changes or new medical needs. This can be done through Parentlite for non-emergency medical conditions. If you would like to inform us of any serious medical conditions please email your daughter's Head of Year and copy in sendadmin@tggsacademy.org (The SEND team would be grateful to receive any copies of additional medical evidence to support your daughters' medical condition via email or post).

- Please note you can phone the school at any point with emergency medical requirements – 01803 613215

- Subject Specific concern: SEND team to contact teaching staff and HOD.

- SEND concern: (depending on need) the following strategies will be considered:

  - Check student data
  - Student observation in lessons
  - Student meeting with HLTA / SENDCo to identify need
  - Educational Testing
  - Communication with parents, pastoral or teaching staff
  - Further strategies sent out to teaching staff to aid HQ T & L / SSR – new or updated
  - Contact external agencies e.g. Social or Health
  - Lunchtime support session(s) with HLTA

- Note – If a parent wishes to pay for an external provider to carry out an Educational Assessment the assessor is required by JCQ to contact the school BEFORE testing to request appropriate Teacher Referrals. We are not obliged to fulfil this request once an Educational assessment has taken place and this may mean that the appropriate 'Form 8' does not get submitted to the examination board.

SEND Referrals from Teaching Staff / Pastoral Team

- Teachers to use referral sheet, which is available for completion electronically via Sharepoint. Note – JCQ require Teacher referrals as part of the 'Form 8' which needs to be completed when applying for AA. Note – we will not carry out any Educational Assessments without a Teacher Referral.

- SEND staff to identify the need by contacting or gathering necessary information from:

  - Other teaching staff and/or;
  - Pastoral team (HOY, TUTOR, counsellor, Safeguarding)
  - Parents
  - External Agencies
  - KAW and Examination Data

- SEMH concern: Student referred to Pastoral Team (HOY, TUTOR).

- Safeguarding concern: Student referred to Safeguarding Lead.

- Medical concern: SEND and Medical Information provided via PRF from parents.
- We require parents of ALL students with a medical condition (of any type) to provide information via the Electronic Pupil Registration Form. Please note it is parental responsibility to keep us updated with changes or new medical needs. This can be done through Parentlite for non-emergency medical conditions. If you would like to inform us of any serious medical conditions please email your daughter's Head of Year and copy in sendadmin@tggsacademy.org (The SEND team would be grateful to receive any copies of additional medical evidence to support your daughters' medical condition via email or post).

- Please note you can phone the school at any point with emergency medical requirements – 01803 613215

- Subject Specific concern: SEND team to contact teaching staff and HOD.

- SEND concern: (depending on need) the following strategies will be considered:

  - Check student data
  - Student observation in lessons
  - Student meeting with Assistant SENDCo / SENDCo to identify need
  - Educational Testing
  - Communication with parents, pastoral or teaching staff
  - Further strategies sent out to teaching staff to aid HQ T & L / SSR – new or updated
  - Contact external agencies e.g. Social or Health
  - Lunchtime support session(s) with Assistant SENDCo.

Educational Assessment Procedure

Following referral, data check, communication with staff, initial meeting with student:

- Permission letter sent to parents; reply required.

- Student placed on testing list.

- Appointments made during lesson time.

- Tests that can be used:

  - Comprehensive Test of Phonological Processing Second Edition, CTOPP 2.
  - Weschler Individual Achievement Test, WIAT II T UK.
  - Wide Range Intelligence Test, WRIT.
  - Detailed Assessment of Speed of Handwriting, DASH.
  - Detailed Assessment of Speed of Handwriting 17+, DASH17+.
  - Diagnostic Reading Analysis Second Edition, DRA.

- Following assessment, report written, proof read by SEND Administrator; paper copy sent to parents, staff informed of outcomes via SEND monthly update and copy put on SIMS.

- If AA required Form 8 completed, Examinations Officer informed. All Documents placed on SIMS. SSR process initiated.

- Note – If a parent wishes to pay for an external provider to carry out an Educational Assessment the assessor is required by JCQ to contact the school BEFORE testing to request appropriate Teacher Referrals. We are not obliged to fulfil this request once an Educational assessment has taken place and this may mean that the appropriate 'Form 8' does not get submitted to the examination board.

Student Support Review ('SSR') Procedure

SSR's are created for students with SEND who have been identified as SS.

Initial SSR completed when:

- New students with existing SEND identified through transition / admission documents
- Students who have been through Educational Assessment process, identified as SS.

Annual Update of SSR (groups) Note this may change in line with the school calendar:

Year 7: September
Year 8: January
Year 9: April
Year 10: December
Year 11: October/November
Year 12: September/March
Year 13: November

- Student to have individual SSR meeting with member of SEND team or group meeting with SEND team and other SS Students in the same year group.

- Areas to be discussed / covered on SSR:

  - Identified needs.
  - Access Arrangements including use of overlays / coloured paper in KAWs and Examinations.
  - Student Strengths.
  - Teaching Strategies – Student chooses from pre-determined bank taken from Hanks (2011), websites associated with conditions such as Dyspraxia Foundation, Dyslexia Action. Teaching strategies in line with HQ T & L as outlined in COP. Students choose their top three strategies which could support them in class.
  - Student learning targets.
  - Parental feedback.

- SEND staff refer to HQ T & L strategies for each area of need.

- Document completed jointly and emailed to parents for parental feedback within two weeks.

- SSR uploaded to SIMS and teaching staff alerted to SSR via monthly SEND email. Students are then required to initiate a conversation with their teacher about their learning needs.

- Top 3 Teaching and Learning strategies added to SEN register.

SEND Student Subject Reports

- Parents are provided with a SEND report for each teaching subject annually.

- They will be issued as follows. Note, this may change according to the school calendar:

  - Year 7: Summer Term
  - Year 8: Summer Term
  - Year 9: Summer Term
  - Year 10: Summer Term
  - Year 12: Summer Term
  - Year 11: Spring Term
  - Year 13: Spring Term

- Students will have feedback on their identified area of need:

  - Communication and Interaction
  - Cognition and Learning
  - Social, Emotional and Mental Health - We do not currently report on this
  - Sensory and/or Physical Needs

- Teachers to comment on HQ T & L strategies used in lessons to support SEND students.

Parents Evenings

- Assistant SENDCo to be available during the day of parents evening for years 7-11.
- Assistant SENDCo to send email out to parents prior to the event advising SEND student parents to make an appointment if they wish between 9.15 – 3.45pm. (Other parents welcome with concerns but priority given to SEND students).
- Assistant SENDCo to see parents and pupils with concerns or queries.
- Assistant SENDCo to feed back to relevant teaching staff and put strategies in place as required.
- Assistant SENDCo to communicate with parents as necessary post PE.
- Parents are welcome to make an appointment after parents evening if concerns are raised.

Autism Champion Role

The AC works with the SEND team to offer support to students with Autism and those awaiting a diagnosis of Autism. Support is offered on a needs and availability basis. Support will be offered by AC or the SEND team and may include some or all of the points below.

- Teachers raise concerns about how a student is managing in lessons / HOY or tutor may raise concerns about social issues / parent raises a concern about their child / Student self-refers.
- HOY or SEND team as appropriate and depending on symptoms will gather information.
- If there are anxiety issues or symptoms of a spectrum condition AC will be informed and updated with concerns so far.
- AC to gather more information and collate to identify the need.
- AC speaks with the student and identifies need.
- If needed, AC will complete a SSR with student.
- AC will send SSR to parents for approval.
- AC will inform staff of SSR and the key action points on it.
- SSR uploaded to SIMS.
- AC will keep staff regularly updated.
- AC will meet with student as necessary to monitor progress.
- AC will possibly prepare a 5 point action plan with the student (if necessary).
- AC will inform staff of the 5 point scale and how to support student with using it.
- AC will remain in contact with parents as necessary and liaise with tutors/ HOYS/ pastoral team / SEND team.
- AC will manage students with an ASD diagnosis as above.
- AC will work alongside SEND team and HOY when a referral is required or diagnosis required.

Pupil Progress – Data Analysis / Intervention

The SEND department access data for all students in years 7-13 throughout the academic year. The information we are provided with shows:

- SEND Status
- SEND Need
- EAL
- Pupil Premium
- Attendance
- Mean grades for Key Assessed Work in each subject
- Mean Attitude to Learning grades in each subject
- Mean grades for Key Assessed Work across the curriculum
- Mean Attitude to Learning grades across the curriculum

The SEND TA analyses this data initially by focusing on mean grades against target grades. Data for SEND and non-SEND students is analysed. Causes for concern are highlighted. This data is discussed with the SEND and Intervention teams at key points in the year and appropriate actions take place as follows:

- Involvement of pastoral team
- Involvement of teaching staff
- Possible further discussion with student / parents as appropriate.
- Academic mentoring – by HOY, Teacher, SEND Team, other key staff.
- Referrals dealt with in line with other referral procedures.

Data is referred back to at key points of year e.g.:

- When we receive referrals
- When updating SSRs
- Before parents evening

Interventions are put in place as appropriate.

Access Arrangements and Examinations

We follow guidance and procedures outlined by JCQ. Please see the link below for more information.

https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

The SEND team with the Examinations Officer to arrange appropriate Access Arrangements.