

Special Educational Needs (Information) Regulation Annual Report

1. School SEND provision

Sir William Ramsay School is an inclusive secondary mainstream school which will consider all students regardless of their Special Educational Needs.

Admissions for SEND students follow the same route as all students' admissions in agreement with the LEA policy, based on the principles of equality of opportunity and access for all.

We are able to support students with:

- Specific Learning Difficulties
- Downs Syndrome
- Attention Deficit Hyperactive Disorder
- Sensory impairment (Visual, Hearing, Auditory processing, Sensory processing)
- Dyspraxia
- Speech, Language and Communication difficulties
- Social difficulties
- Physical and medical needs

We also support students with undiagnosed but apparent difficulties and advise parents/carers in order to gain a diagnosis when possible. Some students without an EHCP also have access to the Specialist Teaching Services and other Professionals according to their needs.

There are two Additionally Resourced Provisions (ARPs), for Hearing Impairment (HI) and Physical Disabilities (PD).

The HI ARP was established in 2004 and provides for 6 students with access to a Teacher of the Deaf, a deaf role model and specialist HI speech and language therapy. All teachers at School are 'deaf aware' via in house training sessions. Many teaching rooms are acoustically treated to help and benefit students with hearing impairments.

Our PD ARP caters for students with diverse physical needs and provides for 10 students. For these specific students, we provide an accessible and supportive environment with access to ground floor lessons as much as possible. A qualified matron is based near the ARP to support the medical needs of these students. SEND staff are all trained in manual handling and attend yearly refresher courses. The ARP also accesses support from a specialist speech and language therapist, an occupational therapist and physiotherapist who all deliver treatment on site.

If any students have specific medical needs a detailed health care plan and risk assessment will be compiled in consultation with all appropriate staff.

The School Medication Policy and Disability Policy can be found on the [school website](#).

2. School SEND Policy

As a school we identify students as having additional needs using 3 categories:

SEN Concern (C) – there is a possible/identified need that is met through differentiation and high quality teaching in the classroom

SEN Support (K)- there is a recognised SEN need and the student is receiving up to 13.5 hours of additional support a week

EHCP (E)- a student has a statutory entitlement to support outlined in an Education, Health and Care Plan.

A variety of factors are considered when identifying and assessing a student with SEND. The following types of students would probably be identified and assessed with SEND if:

- they are working at National Curriculum levels significantly below those designated for their age;
- they make little or no progress despite receiving a differentiated curriculum;
- they display poor communication skills, expressive and/or receptive skills;
- they require greater attention than most in the class;
- they require specialist equipment or support for sensory/ physical difficulties;
- they score poorly on group tests or individually administered standardised tests of attainment and/or ability;
- they display a specific difficulty in an area of the curriculum;
- they transfer from a different school with a previous SEND status;
- a parent/carer, teacher or other professional has concerns.

For Year 7 students, we initially consider the information shared by primary schools regarding the student's needs. This process starts at the beginning of the summer term prior entry to Year 7. All information collated by the Year 7 Pastoral Manager, Head of Year and the SENDCo, is compiled to form a confidential SEN student passport which is then shared with the teachers of the student. This contains information on the student's specific learning needs, strategies to support them and any other relevant information that may affect their learning. All students with an EHCP or identified as being vulnerable by primary school are given the opportunity to spend extra transition days in school prior to starting.

All lessons are expected to be differentiated to support the needs of all students. However, despite a differentiated curriculum, some students struggle to make sufficient progress.

Identification of these students and their area of need is initially done by the class teacher and departmental assessment methods. The student's progress is then monitored and supported by the SENDCo and SEN staff using relevant assessments including screening using LUCID EXACT, a programme to provide an overview of basic literacy skills such as reading and spelling. Additional information may also be collated from teachers' feedback, liaison from outside agencies, parents/carers, observations etc.

As a department we implement the graduated approach outlined in the SEND Code of Practice, 2015. This follows a cycle of assess, plan, do and review. Where appropriate the SENDCo works alongside the Head of Year, Pastoral Manager and SLT link the to track progress of students and discuss interventions. Annual Review Meetings, SEND Review Days and Parents Evenings are other opportunities to reflect on progress and feedback to students, parents and carers.

In order to evaluate the effectiveness of the provision for all students with SEND, all interventions and support offered to students is regularly monitored and evaluated by the SENDCo, using the following methods:

- observations of teachers and LSAs;
- feedback from teachers, LSAs, Head of Years and pastoral managers;
- analysis of students' data (progress, reports, assessments);
- mentoring and feedback from the students.

3. School approach to teaching students with SEND

School's approach to teaching students with SEND (SEN support and EHCP) is to recognise the students' individual difficulties, meet their individual needs and take positive actions to ensure that they have equal and inclusive access to the educational opportunities offered by the school. It is recognised that the needs of students are best met alongside their peers and the school encourages all students to take a full and active part in the life of the school, following the National Curriculum and also extra-curricular activities before school, at break or lunch times and after school. Students with an EHCP also benefit from:

- in class learning support from dedicated LSAs;
- supervised study sessions;
- specific, non-classroom based interventions.

The school promotes a mainstream inclusive education for all students, empowering everyone to achieve. Teachers at School are encouraged to use differentiation and extension activities for all lessons to promote a positive learning environment for all students through quality first teaching. Teachers have access to all information and files for SEND students (EHCP and SEND support students).

At School students are taught in both mixed ability groups and ability sets. Where groups are set this is reviewed regularly by Heads of Department with involvement from SENDCo if required and changes made when appropriate. In-class additional support, via Learning Support Assistants, is provided by the SEND Department. The support aims to be as unobtrusive as possible to help promote the students' independence. Small group teaching and interventions also take place throughout the year, usually delivered by a SEND specialist. Subject withdrawal is managed by the SENDCo with agreement of the Head Teacher.

During Year 9, students are expected to choose their Pathways Options for their KS4 programme of study. If appropriate, according to their needs, students with SEND are encouraged to choose an option less to support their learning in a supervised study period, as agreed at the prior annual review meeting with parents/carers and professionals. At School we strongly recommend the fullest curriculum possible for all students and organise withdrawal only if necessary due to individuals' special needs of education.

Sometimes it is necessary to make adjustments in order for students to access the curriculum (timetabling of rooms etc); in these cases, the SENDCo will offer advice to departments on the most appropriate way to support the student.

4. School facilities and resources for supporting SEND

The SEND Department is led and managed by the SENDCo, with the support of a Deputy SENDCo. There is also a Specialist Teacher of the Deaf (ToD) who leads the HI ARP and a Leader of the PD-ARP. The SENDCo reports directly to the Deputy Headteacher.

Pastoral support for students with SEND comes from within the department and through the school Pastoral Department.

School is DDA compliant in terms of its building and services throughout 90% of the school. We provide a good acoustic environment for students with a hearing impairment and continue to develop acoustic treatment for ceilings in classrooms which are currently untreated. Students with a physical disability are able to access lessons upstairs if suitable to their needs, as there is lift access and staff are EVAC trained in the case of an emergency. Where it is not suitable for a student to use the EVAC equipment, students have access to ground floor classrooms as an alternative.

The SEND department is located close to the school's reception area and next to the pastoral department. Taxis pick up and collected close to the SEND department and the school matron. Physiotherapy and the main toileting facilities for PD students are also located near to the department.

The SEND department consists of the SENDCo's office which is shared with the Inclusion Manager. A SEND lead office, 3 small meeting rooms, a designated teaching area (SEN1), a designated PD ARP area and a dedicated HI room.

SEN1 and the PD ARP are used for:

- A Socialisation area for SEND students during non-lesson time;
- supervised study during the school day;
- exams and assessments;
- pastoral support

The meeting rooms are used for:

- small group interventions;
- therapy sessions;
- specialist teaching sessions;
- meetings;
- exams and assessments.

The HI room is used for:

- Speech and Language therapy sessions for HI students;
- Teacher of the Deaf sessions;
- deaf Role Model sessions;
- storage of equipment and specialist resources for HI students.

The department has a dedicated set of laptops available for SEND students, with some students having access to a laptop for specific lessons according to their needs. Students with sensory or physical disabilities use laptops provided by Specialist Teaching Services.

5. School staff development and training related to SEND

The SENDCo is an experienced teacher and has completed a National Award for SEN Coordination course, accredited by The University of Hertfordshire, as well as finishing Designated Safeguarding Lead training.

The Deputy SENDCo is a qualified teacher and has completed a Level 3 Programme in Dyslexia Awareness, Support and Screening.

The Specialist Teacher of the Deaf is a qualified teacher and holds a post graduate qualification in deaf education. In addition she has completed a Certificate of Psychometric Testing, Assessment and Access Arrangements course.

There are two Specialist LSA's- one for ASD (Autistic Spectrum Disorder) and another for SEMH (Social, Emotional and Mental Health).

The department are supported by a large team of LSAs with expertise in a wide range of areas including:

- Downs Syndrome;
- Speech and Language Communication Needs;
- Specific and Moderate Learning difficulties;
- Physical disability (Cerebral Palsy, Duchesne and Charcot Marie-Tooth Muscular Dystrophy, other medical needs);
- Hearing Impairment;
- Visual impairment;
- ADHD;
- Dyspraxia;
- Asperger's and Autistic Spectrum Disorder;
- Behavioural, Social and Emotional difficulties.

Teachers and new staff are trained as part of their induction package on:

- Deaf Awareness and use of FM systems
- Inclusive teaching for all students with PD
- Effective use of Support staff in lessons
- Differentiation
- SEN information
- Strategies to support SEND students
- Access arrangement for exams and assessments

Additional training is offered to both teachers and support staff when working with students with specific needs not normally experienced in school.

Training will be delivered by:

- the SENDCo
- the Teacher of the Deaf
- specialist LSAs
- Specialist Teaching Service
- Educational Psychologists
- Speech and Language Therapists
- Occupational Therapist
- Physiotherapist
- Outside agencies.

6. School consultation arrangements for students with SEND

Each student who has been identified as having a special need will have a SEND student passport and where needed a SEN Support plan written and reviewed by the SENDCo in collaboration with the student and the parents/carers.

If a student or parent/carer has concerns, they can contact the following:

- subject teacher, Head of Department or Head of Year (academic specific issue);
- Form Tutor or Pastoral Manager (pastoral/social issue);
- SENDCo/SEND department (SEND specific issue).

All students and parents/carers have the opportunity to discuss progress or raise issues during the school year through:

- Parent Consultation evenings
- SEND Review days
- Formal meetings
- Informal 'drop in' sessions
- Student or parent/carer surveys
- Student Voice
- Parent Voice

Additionally, those students with SEND have the opportunity to consult with the department by:

- home-school contact book
- email or phone call to the SEND department
- annual review or SEND support meetings

7. School partnerships

School works closely with the following agencies:

- Buckinghamshire Learning Trust Specialist Teaching Services to support students with ASD, Language difficulties, Physical Disability, Hearing Impairment and visual Impairment.
- Speech and Language Therapists
- Occupational Therapist
- Physiotherapist
- Music Therapist
- Educational Psychologist
- Family resilience workers
- Social services
- Child and Mental Health Service (CAMHS)
- School Matron onsite
- School counsellor onsite
- Child Protection services
- Community Paediatrics
- Audiology services in
- Pupil Referral Units
- Chiltern Skills and Enterprise Centre (CSEC)

- County SEN Team
- Connexions services

8. School transition arrangements and preparation for adulthood and independent living for SEN students

Year 6 to 7 Transition

To ease the transition of SEND students into Year 7 at School, a member of the SEND team will visit the primary school with the Head of Year and Pastoral Manager for Year 7. All Year 6 students are invited to the school for a one day induction. For SEND students an extra induction day with other SEND students is also offered and organised by the SEND department. In many cases the SENDCo, or a representative, will attend the Year 5 or 6 annual review of a student intending to join the school.

Year 9 Pathways Transition

During Year 9 the SEND staff work closely with parents/carers and students to ensure that appropriate choices are made for students supported by the department. If the student benefits from extra study time during KS3, there is a strong probability that the same will be offered for KS4; this will be discussed during the annual review prior to making a final decision. The SENDCo and Year 9 Head of Year work closely with the parent/carer and students to ensure the correct choices are made and support is appropriate.

Year 12 and 13

Students with SEND are considered a priority with regard to Connexions meetings and Connexions representatives are invited to all annual reviews. The SENDCo and Head of Sixth Form work closely with the parent/carer and student to ensure the correct choices are made and that support is appropriate.

Transfer to adulthood and independent living:

School encourages students to become active and independent learners and prepares them for adulthood. Specialist programmes and courses are available to help this transition.

9. School parent/carer communication

School communicates with parents/carers of students with SEND via:

- The school website and newsletter
- 1:1 discussions
- Partnership evenings

Updated: 15/10/18

- Academic review days
- Email
- Phone
- Home/ school contact book
- Planner
- Annual Reviews for students with an EHCP

10. School SEN contacts:

All relevant members of staff can be contacted via the school main switch board on 0149 815211

Mrs E Wolfenden, SENDCo
Email: ewolfenden@swr.school

Mrs S. Charlesworth, Deputy SENDCo
Email: scharlesworth@swr.school

Miss N Redmayne-Addison, Specialist Teacher of the Deaf in charge of the HI-ARP
Email: naddison@swr.school

Mrs N. Taylor, In Charge of PD-ARP and sensory impairment
Email: ntaylor@swr.school

Mr C. Carter, Deputy Headteacher, SLT link for SEND
Email: ccarter@swr.school

For compliments, concerns or complaints, please contact any of the above members of staff or email the Head at [Link](#)

The School Complaints Policy can be found on the school website [Link](#)

11. Sir William Ramsay School link to Bucks CC local offer and Information for the Local Offer for Buckinghamshire is available at www.bucksfamilyinfo.org/localoffer

Updated: 15/10/18

The Bucks Local Offer provides information and advice on Special Education Needs and Disability provision, both inside and outside the Local Authority. If you wish to contact Buckinghamshire County Council about the Local Offer please call 0845 688 4944 or email familyinfo@buckscc.gov.uk