



**ST HILDA'S**  
CE HIGH SCHOOL

# Special Educational Needs (SEN) Information

Approved by Governing Committee: Curriculum & Teaching Committee

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Policy Owner / Author: LF

Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

## CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.  
Building on foundations of **wisdom hope community dignity and equality**  
we nurture and support one another to be our very best.  
We rejoice in our **diversity** and celebrate our many achievements.

The aim of this information report is to explain how we implement our SEND policy. In other words, we want to show you how SEND support works in our school.

If you want to know more about our arrangements for, SEND, read our SEND policy.

You can find it on our website.

### What types of SEN does the school provide for?

Our school provides for pupils with the following needs:

| AREA OF NEED                        | CONDITION                                                                  |
|-------------------------------------|----------------------------------------------------------------------------|
| Communication and interaction       | Autism spectrum disorder                                                   |
|                                     | Speech and language difficulties                                           |
| Cognition and learning              | Specific learning difficulties, including dyslexia, dyspraxia, dyscalculia |
|                                     | Moderate learning difficulties                                             |
| Social, emotional and mental health | Attention deficit hyperactive disorder (ADHD)                              |
|                                     | Attention deficit disorder (ADD)                                           |
| Sensory and/or physical             | Hearing impairments                                                        |
|                                     | Visual impairment                                                          |
|                                     | Multi-sensory impairment                                                   |
|                                     | Physical impairment                                                        |

### Which staff will support my child?

#### Our Team

- Our Executive SENDCo is Lisa Franks (part time)
- Our SENDCo is Kate Hester

#### Deputy SENDCo

- Our Deputy SENDCos are Jennifer Jones and Dayna Leahy
- Our Assistant SENDCo is Toni Millward

## **Class teachers**

All of our teachers receive in-house SEN training, and are supported by the SENDCo to meet the needs of pupils who have SEN.

External training providers include:

- Sensory Services
- Speech and Language
- ADHD Foundation
- SI Liverpool
- CAMHS

## **Teaching assistants (TAs)**

We have a team of TAs and higher-level teaching assistants (HLTAs) who are trained to deliver SEN provision.

Our teaching assistants are trained to deliver interventions such as:

In the last academic year, TAs have been trained in some of the following interventions.

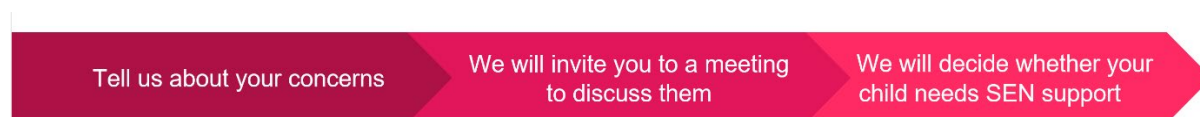
- Read Write Inc phonics
- Zones of Regulation
- Selective Mutism
- Talkabout
- Drawing and talking therapy

## **External agencies and experts**

Sometimes we need extra help to offer our pupils the support that they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEN and to support their families. These include:

- Speech and language therapists
- Educational psychologists
- Occupational therapists
- Dyslexia Specialist teacher
- ADDvanced Solutions
- SENISS
- GPs or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS/YPAS)
- Education welfare officers
- Social services and other LA-provided support services
- Voluntary sector organisations

## What should I do if I think my child has SEN?



|                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If you think your child might have SEN, the first person you should tell is your child's teacher.</p> <p>They will pass the message on to our SEND Team, who will be in touch to discuss your concerns.</p> <p>You can also contact the SENDCO directly</p> | <p>We will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties are.</p> <p>Together we will decide what outcomes to seek for your child and agree on next steps.</p> <p>We will make a note of what's been discussed and add this to your child's record. You will also be given a copy of this.</p> | <p>If we decide that your child needs SEN support, we will formally notify you in writing and your child will be added to the school's SEND register.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

## How will the school know if my child needs SEN support?

All our class teachers are aware of SEN and are on the lookout for any pupils who aren't making the expected level of progress in their schoolwork or socially. This might include reading, writing or number work.

If the teacher notices that a pupil is falling behind, they try to find out if the pupil has any gaps in their learning. If they can find a gap, they will give the pupil extra support to try to fill it. Pupils who don't have SEN usually make progress quickly once the gap in their learning has been filled.

If the pupil is still struggling to make the expected progress, the teacher will talk to the SENDCO, and will contact you to discuss the possibility that your child has SEN.

The SEND Team will observe the pupil in the classroom and in the playground to see what their strengths and difficulties are. They will have discussions with your child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare your child's progress and development with their peers and available national data.

The SENDCO will ask for your opinion and speak to your child to get their input as well. They may also, where appropriate, ask for the opinion of external experts such as a speech and language therapist, an educational psychologist, or a paediatrician.

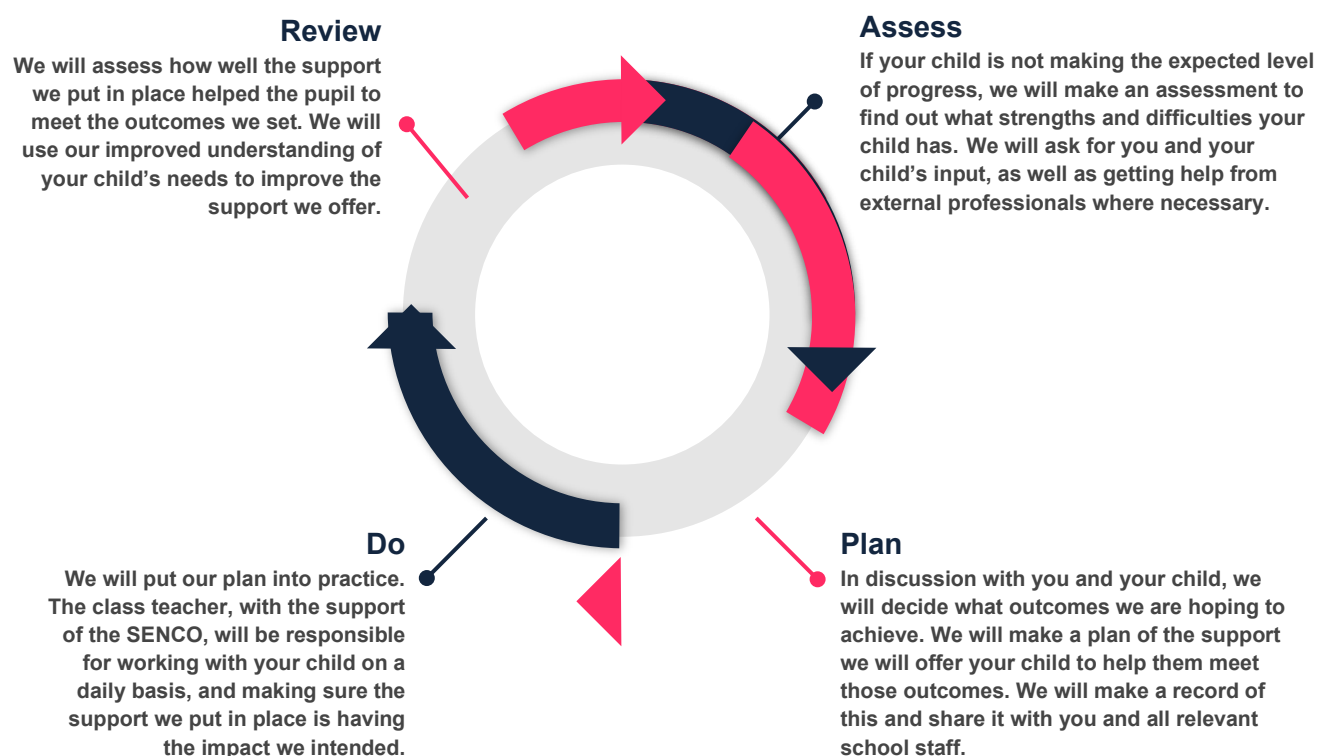
Based on all of this information, the SENDCO will decide whether your child needs SEN support. You will be told the outcome of the decision in writing.

If your child does need SEN support, their name will be added to the school's SEN register, and the SENDCO will work with you to create a SEN support plan for them.

### How will the school measure my child's progress?

We will follow the 'graduated approach' to meeting your child's SEN needs.

The graduated approach is a 4-part cycle of **assess, plan, do, review**.



As a part of the planning stage of the graduated approach, we will set outcomes that we want to see your child achieve.

Whenever we run an intervention with your child, we will assess them before the intervention begins. This is known as a 'baseline assessment'. We do this so we can see how much impact the intervention has on your child's progress.

We will track your child's progress towards the outcomes we set over time and improve our offer as we learn what your child responds to best.

This process will be continual. If the review shows a pupil has made progress, they may no longer need the additional provision made through SEN support. For others, the cycle will continue and the school's targets, strategies and provisions will be revisited and refined.

### **How will I be involved in decisions made about my child's education?**

We will provide annual reports on your child's progress.

Your child's class teachers and form teacher will contact you to update you of their work and progress when necessary.

They will set clear subject specific outcomes for your child's progress

- Review progress towards those outcomes
- Discuss the support we will put in place to help your child make that progress
- Identify what we will do, what we will ask you to do, and what we will ask your child to do

The SENDCO may also attend these meetings to provide extra support.

We know that you're the expert when it comes to your child's needs and aspirations. So we want to make sure you have a full understanding of how we're trying to meet your child's needs, so that you can provide insight into what you think would work best for your child.

We also want to hear from you as much as possible so that we can build a better picture of how the SEN support we are providing is impacting your child outside of school.

If your child's needs or aspirations change at any time, please let us know right away so we can keep our provision as relevant as possible.

After any discussion we will make a record of any outcomes, actions and support that have been agreed. This record will be shared with all relevant staff, and you will be given a copy.

If you have concerns that arise between these meetings, please contact your child's form teacher and/or SENDCO to discuss them further.

### **How will my child be involved in decisions made about their education?**

The level of involvement will depend on your child's age, and level of competence. We recognise that no 2 children are the same, so we will decide on a case-by-case basis, with your input.

We may seek your child's views by asking them to:

- Attend meetings to discuss their progress and outcomes
- Prepare a written statement, video, drawing, etc.

- Discuss their views with a member of staff who can act as a representative during the meeting
- Complete a survey

### **How will the school adapt its teaching for my child?**

Your child's teachers are responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to your child's needs. We will make sure that your child has access to a broad and balanced curriculum in every year they are at our school.

We will differentiate (or adapt) how we teach to suit the way the pupil works best. There is no '1 size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child.

These adaptations include:

- Differentiating our curriculum to make sure all pupils are able to access it, for example, by grouping, 1-to-1 work, adapting the teaching style or content of the lesson, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Teaching assistants will support pupils on a 1-to-1 basis as and when required in their EHC plans

We may also provide the following interventions:

| AREA OF NEED                        | CONDITION                                                                     | HOW WE SUPPORT THESE PUPILS                                                                                                                               |
|-------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communication and interaction       | Autism spectrum disorder                                                      | Visual timetables<br>Social stories<br>Gardening Club<br>Art therapy<br>Hub pass/time<br>ADDvanced Solutions coaching<br>ADHD Foundation therapy sessions |
|                                     | Speech and language difficulties                                              | Speech and language therapy                                                                                                                               |
| Cognition and learning              | Specific learning difficulties, including dyslexia, dyspraxia and dyscalculia | Writing slope<br>Reading pens<br>Access to laptops<br>Math's intervention<br>Phonics/reading programme<br>IDL programme                                   |
|                                     | Moderate learning difficulties                                                | As above                                                                                                                                                  |
| Social, emotional and mental health | ADHD, ADD                                                                     | Quiet workstation<br>Movement breaks<br>Zones of regulation programme<br>ADHD Foundation sessions                                                         |
|                                     | Adverse childhood experiences and/or mental health issues                     | Hub pass<br>Trauma informed Mentoring<br>Art therapy<br>Mental Health and well-being sessions<br>Counselling                                              |

|                                |                          |                                                                                       |
|--------------------------------|--------------------------|---------------------------------------------------------------------------------------|
| <b>Sensory and/or physical</b> | Hearing impairment       | Auxiliary aids<br>Sensory team support                                                |
|                                | Visual impairment        | Limiting classroom displays<br>Sensory team support                                   |
|                                | Multi-sensory impairment | Auxiliary aids<br>Sensory circuits                                                    |
|                                | Physical impairment      | See Accessibility plan<br>Lift pass<br>Leave early passes<br>Additional adult support |

These interventions are part of our contribution to Liverpool's local offer.

### **How will the school evaluate whether the support in place is helping my child?**

We will evaluate the effectiveness of provision for your child by:

- Reviewing their progress towards their goals each term
- Reviewing the impact of interventions termly.
- Using pupil questionnaires
- Monitoring by the SENDCo
- Using provision maps to measure progress
- Holding an annual review (if they have an education, health and care (EHC) plan)

### **How will the school resources be secured for my child?**

It may be that your child's needs mean we need to secure:

- Extra equipment or facilities
- More teaching assistant hours
- Further training for our staff
- External specialist expertise

If that's the case, we will consult with external agencies to get recommendations on what will best help your child access their learning.

The school will cover up to £6,000 of any necessary costs. If funding is needed beyond this, we will seek it from our local authority.

### **How will the school make sure my child is included in activities alongside pupils who don't have SEND?**

At St Hilda's Church of England school there are no barriers to your pupils with SEND enjoying the same activities as other pupils in your school, including physical activities.

All of our extra-curricular activities and school visits are available to all our pupils, including our before and after-school clubs.

All pupils are encouraged to go on our school trips, including our residential trips.

All pupils are encouraged to take part in sports day, school plays and special workshops etc.

No pupil is ever excluded from taking part in these activities because of their SEN or disability and we will make whatever reasonable adjustments are needed to make sure that they can be included.

### **How does the school make sure the admissions process is fair for pupils with SEN or a disability?**

Parents and pupils are invited to attend Open Evenings and mornings as advertised when the SENDCo/assistant SENDCo will be available to discuss provision within the school.

The admission policy and procedure can be found on the school website.

Students with an EHCP can request to have the school named in their plan, and the school will respond within the statutory timeframe after assessing whether the school can meet the pupil's needs.

### **How does the school support pupils with disabilities?**

The school has one lifts which can only be accessed by provision of an electronic tag which is provided as required.

LSAs support students in the movement around school and the carrying of and/or use of equipment as required.

There are numerous disabled toilets located throughout the school.

The school's Accessibility Report can be found on the school's website.

### **How will the school support my child's mental health and emotional and social development?**

We provide support for pupils to progress in their emotional and social development in the following ways:

- Pupils with SEN are encouraged to be part of the school council and Diversity team

- Pupils with SEN are also encouraged to be part of The Hub club to promote teamwork/building friendships
- We provide extra pastoral support for listening to the views of pupils with SEN by offering check-in sessions
- We have a 'zero tolerance' approach to bullying. We prevent bullying in the school by providing a SHARP reporting system for students, pastoral support and restorative justice mediation sessions.

## **What support will be available for my child as they transition between classes or settings or in preparing for adulthood?**

### **Between schools**

- When your child is moving on from our school, we will ask you and your child what information you want us to share with the new setting.

### **Between phases (Primary to Secondary)**

- The SENDCO of the primary school meets with our SENDCO to discuss the needs of the incoming pupils near the end of the summer term.
- We arrange meetings with the parents of incoming pupils to discuss how we can best welcome their child into our community.
- We set up additional transition events for some students.

### **Onto adulthood**

- We provide all our pupils with appropriate advice on paths into work or further education.
- We work with the pupil to help them achieve their ambitions, which can include goals in higher education, employment, independent living and participation in society.

## **What support is in place for looked-after and previously looked-after children with SEN?**

The designated teacher will work with the SENDCO, to make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEN might interact, and what the implications are for teaching and learning.

Children who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEND. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEN support plans or EHC plans are consistent and complement one another.

## **What should I do if I have a complaint about my child's SEN support?**

Complaints about SEN provision in our school should be made to the SENDCo and headteacher in the first instance. They will then be referred to the school's complaints policy.

If you are not satisfied with the school's response, you can escalate the complaint. In some circumstances, this right also applies to the pupil themselves.

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEN Code of Practice](#).

If you feel that our school discriminated against your child because of their SEND, you have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

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

Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal.

You can request mediation by contacting [<https://mediatelegal.co.uk/send-mediation-disagreement-resolution-services/> email - [help@mediatelegal.co.uk](mailto:help@mediatelegal.co.uk) phone - 0151 363 3972

## **What support is available for me and my family?**

If you have questions about, SEND, or are struggling to cope, please get in touch to let us know. We want to support you, your child and your family.

To see what support is available to you locally, have a look at Liverpool's local offer. Liverpool publishes information about the local offer on their website:

<https://fsd.liverpool.gov.uk/kb5/liverpool/fsd/localoffer.page>

Our local special educational needs and disabilities information advice and support services (SENDIASS) organisations are:

Local charities that offer information and support to families of children with SEND are:

<https://www.knowsleyinfo.co.uk/content/sendiass>

National charities that offer information and support to families of children with SEND are:

- [IPSEA](#)

- [SEND family support](#)
- [NSPCC](#)
- [Family Action](#)

## Glossary

- **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- **Annual review** – an annual meeting to review the provision in a pupil's EHC plan
- **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- **CAMHS** – child and adolescent mental health services
- **Differentiation** – when teachers adapt how they teach in response to a pupil's needs
- **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child's needs and the provision that will be put in place to meet their needs.
- **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- **Graduated approach** – an approach to providing SEN support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil
- **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind
- **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEN in the local area
- **Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment
- **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child's disability
- **SENCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities
- **SEND Code of Practice** – the statutory guidance that schools must follow to support children with SEND
- **SEN information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEN
- **SEN support** – special educational provision which meets the needs of pupils with SEN
- **Transition** – when a pupil moves between years, phases, schools or institu