



Leigh Academy
Longfield

SEND Policy

September 2025

Review Date: September 2026

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SEND Policy

Aims and Objectives of the policy:

Leigh Academy Longfield's vision and values are shared on our website. At Leigh Academy Longfield we are passionate and committed to ensuring that all pupils with SEND achieve their full potential, regardless of their area of need.

- We are committed to providing outstanding leadership, knowing that excellent leaders and practitioners will prioritise the needs of the most vulnerable.
- We are committed to providing an engaging and inclusive curriculum, knowing that higher quality teaching is the key to addressing SEND.
- We are committed to ensuring that all pupils make good progress, and to diminishing the differences between groups of pupils.
- We are committed to developing pupils' characters, ensuring they leave school with desirable qualities; guaranteeing that even our most complex pupils will have employable skills and be ready to be active future citizens.
- We are committed to ensuring that pupils are well-behaved, confident and respectful; knowing that all pupils achieve best in safe, supportive environments.
- We are committed to providing our pupils with high-quality staff who receive regular professional development as we recognise that pupils with SEND are being diagnosed with ever more challenging needs, which requires us to be passionate, lifelong learners of SEND.

Legislation and Guidance:

This policy is written in line with the requirements of:

- Children and Families Act 2014
- SEN and disability code of practice 0 to 25 years (2015)
- Equality Act 2010
- Schools Admissions Code, DfE September 2021
- The Special Educational Needs and Disability Regulations 2014
- Part 3 Duties on Schools – Special Educational Needs Co-ordinators
- Schedule 1 regulation 51– Information to be included in the SEN information report
- Schedule 2 regulation 53 – Information to be published by a local authority in its local offer
- The School Information (England) (Amendment) Regulations 2012
- The School Information (England) (Amendment) Regulations 2013.

This policy should be read in conjunction with the following academy policies:

- Behaviour/Discipline Policy
- Inclusion Policy & Accessibility Plan, including supporting pupils with medical conditions
- Safeguarding/Child Protection Policy
- Homework Policy
- Complaints Policy
- Attendance Policy.

SEND Information Report: In accordance with the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015) the Leigh Academies Longfield produces a SEND Information Report, The SEND Information Reports are reviewed and updated annually and are published on our websites, for the academic year, by the end of September. All SEND Information Reports are reviewed by Trust Leadership each year for accuracy.

Definitions:

In line with the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015), Special Educational Needs refers to a child or young person with difficulties which range from mild degrees of learning difficulties to profound and multiple disabilities. Learning difficulties may be caused by hearing or visual impairment, physical disability or emotional and behavioural difficulties.

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

- a) has a significantly greater difficulty in learning than the majority of others of the same age, or
- b) has a disability which prevents or hinders him or 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. Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special Educational Provision:

For children aged two or more, 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. Definitions of the Disability Discrimination Act: Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition.

Acronyms used in this policy

APDR Assess, Plan, Do, Review. (Also known as The Graduated Approach)

CPD Continuing Professional Development

EHCP Education, Health and Care Plan

LA Local Authority

LSA Learning Support Assistant

SEN Special Educational Needs

SENDCo Special Educational Needs and Disabilities Coordinator

SEND Special Educational Needs and Disabilities

SLT Senior Leadership Team

Identifying special needs:

There are four key areas of Special Educational Needs outlined in the SEND Code of Practice:

- Cognition and Learning – e.g. moderate learning difficulties and specific learning difficulties
- Communication and Interaction – e.g. speech and language needs and autism
- Sensory and Physical – e.g. physical disability, visual and hearing impairment
- Social, Emotional and Mental Health - e.g. attachment difficulties, attention deficit hyperactivity disorder, eating disorders, anxiety

The needs of young people should be identified by considering all of their needs, which will include not just the special educational needs of the pupil. This then allows us to personalise our educational offer to them. The following may impact on progress and attainment but are not SEND:

- Disability (the SEND Code of Practice outlines the 'reasonable adjustment' duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEND)
- Attendance and Punctuality
- Health and Welfare
- EAL (English as an additional language)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of a Serviceman/woman
- Behaviour.

Key Principles

SEND is a whole school responsibility requiring a holistic approach. All pupils should receive a broad, balanced and relevant curriculum. Staff should accurately identify any pupils with additional needs and make appropriate provision. Teachers will make regular assessments of progress of pupils and identify those whose progress is a concern. This may include progress in areas other than academic attainment, for example, social or communication needs.

When deciding whether special educational provision is required, the process starts with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. Partnerships between home and school are important to ensure pupils and their families are treated with respect and have their views taken into account.

Staff should have opportunities to liaise with each other and appropriate external agencies in order to effectively meet the needs of pupils. All staff working with pupils with SEND should be provided with appropriate levels of support and advice. The needs of a pupil can and will change over time. It is the responsibility of all academy staff and additional agencies working with the pupil to respond to changing needs in order that the pupil may develop and meet their full potential.

At Leigh Academy Longfield we recognise the negative impact that being identified as having SEND can potentially have on a child's potential future success (Support and Aspiration, a new approach to SEND, DfE, 2011). Therefore, before identifying a child as having SEND, academies will consider whether the child meets the following criteria, as detailed in the SEND Code of Practice (2015).

The child:

- has an identified need that fits within the 4 broad areas of need
- is academically behind their peers
- has failed to make progress despite class-based intervention and support
- requires 'additional to and different from' provision in order to make progress.

Roles and responsibilities:

The Principal will:

- Have overall responsibility for the provision and progress of pupils with SEND within their school.
- Ensure that SEND is a whole school priority and maintain a culture and ethos of inclusion.
- Work with the SENDCOs to agree and progress strategic development priorities within each school.
- Ensure that SEND is an integral part of all of the educational establishment's policies, practice and strategic priorities.
- Ensure that "Every Leader is a leader of SEND" at the school.
- Ensure that leadership of SEND sits in the senior leadership team structure and is seen as a key part of leading teaching and whole school provision.
- Ensure that the SENDCO has the knowledge, expertise and is given appropriate time to undertake their role effectively.
- Ensure that the whole school CPD includes a robust SEND CPD offer linked to the priorities identified within both the SEND review and strategic priorities of the school.
- Maintain an up-to-date knowledge of national and local legislation, guidance, and initiatives which may affect the educational establishments' relevant policies and practice relating to SEND.

The SEND Coordinator (SENDCO) will:

- Promote a culture of inclusion within their school setting enabling equitable access for all pupils.
- Work collaboratively with stakeholders to coordinate the provision for pupils within their school.
- Ensure that resources are appropriately identified and utilised to effectively meet the needs of pupils with SEND within their school.
- Prepare and share information jointly with leaders and stakeholders promoting a culture of person centred learning linked to improved outcomes for learners with SEND.
- Identify training needs and work with staff to promote the graduated approach within school.
- Provide guidance and support to colleagues and work with staff, parents and external agencies to ensure pupils with SEND receive effective support linked to high quality teaching.
- Maintain up to date knowledge of legislation and guidance which may affect SEND practice.
- Collect, collate data relating to progress of pupils with SEND and use this to inform decisions pertaining to support and shared strategies within the school.
- Use analysis of data to inform the strategic priorities linked to positive outcomes for pupils with SEND.
- Ensure that exclusion and attendance rates for pupils with SEND are monitored and compared with all other pupils directing interventions to support SEND learners.
- Ensure that the school keeps accurate and up to date SEND records.
- Chair meetings using a person-centred approach with a focus on outcomes for CYP with SEND.
- Manage internal processes ensuring that SEND statutory regulations are met, e.g. Production of SEND Information Report, co-production of Education Health Care Plan (EHCP) for pupils with SEND and annual reviews.
- Ensure the views of parents, carers and pupils with SEND are heard and inform decision making.
- Take responsibility for the operation of the SEND policy and coordination of specific provision made to support pupils with SEND.
- Ensure that the school keeps the records of all pupils with SEND fully maintained and up to date.
- Monitor the effectiveness of any special education provision made and where necessary secure relevant services provision.
- Work with the Principal and Leadership team to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Monitor and evaluate attendance and exclusion rates for pupils with SEND in comparison to all other pupils in the school and use this to inform interventions for pupils.
- Work with parents, carers and CYP with SEND to ensure that their views inform decision making.

Each teacher is responsible for: *As stated in the SEND CoP "Every Teacher is a teacher of SEND"*

- The progress and development of every pupil in their class, including those with SEND
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer.

Leigh Academy has a designated SENDCo who meets with the requirements as outlined in the SEND Code of Practice (2015), they are a member of the Senior Leadership team with delegated the responsibility for the leadership of SEND within the academy and are responsible for championing SEND pupils. Details on the SEND Leadership can be found on the academy website and within our SEND Information Report.

Class teachers, with the assistance of Learning Support staff, are responsible for the pupils on a day to day basis. Subject leaders ensure that curriculum plans are adapted to meet the needs of the pupils with SEND, and class teachers differentiate these plans to meet the needs of individual pupils within their classes. Subject leaders and class teachers ensure that the curriculum plans are suitable to ensure SEND pupils can make progress. High quality teaching is our first step in responding to pupils who have SEND. The following adaptations are made to ensure all pupils' needs are met:

- Adapting teaching to ensure all pupils are able to access the curriculum. This might include: giving longer processing times, pre-teaching of key vocabulary, chunking texts, reading instructions aloud, or providing small groups or 1 to 1 interventions to focus on key skills. etc.
- Adapting our resources and staffing.
- Using our deep knowledge and understanding of our pupils and information about their additional needs that is shared with all staff, for example so that they are aware of the 'every day, every lesson' adaptations that need to be made for pupils to maximise their learning.
- Using recommended aids, such as laptops, visual timetables, larger font, etc.

Working in partnership with pupils and families

The academy recognises the importance of working collaboratively with children and their families to ensure provision for pupils with SEND meets their needs. Longfield ensures that we meet with the requirement of the SEND Code of Practice (2015) by offering parents at least 3 opportunities a year to meet and to engage in the co-production of pupil plans. During these discussions the views and aspirations of the pupil and their families will be gathered, and these views will contribute to the provision planning for the pupil to ensure shared ambitions are met.

In addition to the statutory meetings, academies will each provide additional opportunities for pupils and their families to liaise with academy staff on SEND. Further information on these opportunities are detailed within the academy's SEND Information Report.

Supporting pupils with medical conditions

The Trust maintains a separate policy on supporting pupils with medical conditions. This policy is available on all academy websites.

Monitoring and Evaluation of SEND provision

Teachers undertake regular assessments and monitor progress. This is reported at least 3 times a year and monitored by the academy SLT and Trust leadership. Where pupils may not be making expected progress, staff, including the SENDCo, will review the reasons for this and decide if the pupil meets the criteria for identification of SEND.

Longfield follows The Graduated Approach as detailed in the SEND Code of Practice (2015), this means that pupil support is planned, delivered and reviewed using the Assess, Plan, Do, Review process. Each term SEND provision will be reviewed and findings will contribute towards the next plan.

Assess: We will ensure that we regularly assess all pupils' needs so that each child's progress and development is carefully tracked compared to their peers and national expectations. We will listen to the views and experience of parents and the pupil. In some cases we will draw on assessments and guidance from other education professionals e.g. Educational Psychologists (EPs) and from health and social services.

Plan: Where SEND support is required the teacher and SENDCO will put together a plan outlining the provision to be put in place for the pupil as well as the expected impact on progress and outcomes. This will be done in partnership with the pupil and parents and all staff who work with the pupil will be made aware of the plan.

Do: The class teacher is responsible for working with the pupil on a daily basis. The teacher will also liaise closely with support assistants or specialists who provide support set out in the plan and monitor the progress being made. The SENDCO will provide support and guidance for the teacher.

Review: The impact of the plan will be reviewed each term by the teacher, SENDCO, parent and pupil. This will inform the planning of next steps.

The effectiveness of SEND provision is evaluated by

- Reviewing pupils' individual progress and attainment each term
- Reviewing the impact of interventions regularly, in line with provision mapping.
- Using pupil and parent voice to gain feedback
- Monitoring by the SENDCO, SLT and Principal
- Holding annual reviews for pupils with EHC plans
- Use of Curriculum Development Reviews and monitoring by the Principal, the support given for vulnerable pupils.

Training and resources

Leigh Academy Longfield prioritises the training and development of its staff, and provides a robust training programme for all within the academy on a range of teaching and learning priorities, including SEND. In addition, the academy creates their own annual CPD programme, which includes training for staff on meeting the needs of pupils with SEND. The Leigh Academy Longfield is committed to providing high quality resources for all pupils, including those with SEND. These resources include digital engagement tools, well-resourced classrooms and research-proven interventions. In addition, the academy commissions additional support for pupils with SEND including Educational Psychologists and Speech and Language Therapists.

Reviewing the policy

This policy was developed in consultation with parents across all the Trust's Academies and members of the Trust Board. It will be reviewed annually.

Dealing with complaints

The normal arrangements for the treatment of complaints within the Trust are used for complaints about provision made for SEND. Parents are encouraged to discuss their concerns with the class or subject teacher, SENDCO or Head of Pastoral Care. Principals should meet with parents to resolve issues before a formal complaint is made to the Trust. Further details on the academies approach to complaints regarding SEND can be found within our SEND Information Report.

If the complaint is not resolved after it has been considered by the Trust, then a disagreement-resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-Tier Tribunal (Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an EHCP, in which there is a statutory right for parents to appeal against a decision of the local authority. Complaints which fall within this category cannot be investigated by the Academy.

Monitoring of this policy

This policy will be reviewed annually by the Principal and SENDCo. This policy will next be reviewed on 25th September 2026.