

The Levett School



The Levett School

Positivity | Determination | Reflection | Integrity

Special Educational Needs and Disabilities Policy

<i>Policy agreed by Governors on:</i>	
<i>Review date for Governors:</i>	Every 2 years
<i>Allocated Group/Person to Review:</i>	SENCo
<i>Agreed frequency of Review, by allocated person:</i>	Every year
<i>Last Review date:</i>	September 2020

Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB

Upper School, Lansdowne Road, Intake, Doncaster, DN2 6QN



Doncaster
Council

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Identifying SEND](#)
3. [Definitions](#)
4. [Objectives](#)
5. [Roles and responsibilities](#)
6. [Children with specific circumstances](#)
7. [Admissions](#)
8. [Involving pupils and parents in decision-making](#)
9. [Joint commissioning, planning and delivery](#)
10. [Funding](#)
11. [Local Offer](#)
12. [Graduated approach](#)
13. [Assessment](#)
14. [Training](#)
15. [Promoting mental health and wellbeing](#)
16. [EHC plans](#)
17. [Reviewing EHC plans](#)
18. [Transferring between different phases of education](#)
19. [SEND tribunal](#)
20. [Supporting successful preparation for adulthood](#)
21. [Data and record keeping](#)
22. [Confidentiality](#)
23. [Resolving disagreements](#)
24. [Publishing information](#)
25. [Monitoring and review](#)

SEND Co-ordinator:

Mrs Claire Robert

National Award for SEND (NA SENDCo award) achieved in July 2017

Deputy SEND Co-ordinators:

Miss Emma Place

National Award for SEND (NA SENDCo award) achieved in December 2018.

Miss Kimberley Rankin

Contact: SENDCo@levett.doncaster.sch.uk

DRAFT

Statement of intent

At The Levett School we value all pupils and celebrate their diversity of experience, interest and achievement. We believe all pupils need to experience praise, recognition and success, and pupils with special education needs and disabilities (SEND) have equal entitlement to this.

This policy outlines the framework we follow to ensure we are providing a high-quality education to all our pupils, including pupils with SEND.

Through successful implementation of this policy, we aim to:

- Provide an outstanding education to all pupils.
- Reengage pupils in their learning.
- Implement provision to support pupils to make academic and emotional/social progress.

The Levett School will work collaboratively with pupils, families and external agencies to:

- Involve children, parents and young people in decision-making.
- Identify children and young people's needs.
- Collaborate between education, health and social care services to provide support
- Provide high quality provision to meet the needs of children and young people with SEND.
- Provide a greater choice and control for young people and parents over their support.
- Ensure children are prepared for adulthood, including independent living and employment.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Health and Social Care Act 2012
- Equality Act 2010
- Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002
- Mental Capacity Act 2005
- Children Act 1989
- Special Educational Needs and Disability (Amendment) Regulations 2015
- Special Educational Needs (Personal Budgets) Regulations 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Data Protection Act 2018
- The General Data Protection Regulation 2018

This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2015) 'School admissions code'

This policy operates in conjunction with the following school policies:

- [Admissions Policy](#)
- [GDPR Pupil privacy notice](#)
- [Data Protection Policy](#)
- [Social, Emotional and Mental Health \(SEMH\) Policy](#)
- [Remote learning Policy](#)
- [Supporting Pupils with Medical Conditions Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [Careers Policy](#)
- [Exclusion Policy](#)
- [Behavioural Policy](#)
- [Complaints Policy](#)
- [Accessibility Plan](#)

2. Identifying SEND

The Levett School has a clear approach to identifying and responding to SEND. We recognise that early identification and effective provision improves long-term outcomes for the pupils.

With the support of the school's SEND team, classroom teachers will conduct regular progress assessments for all pupils, with the aim of identifying pupils who are making less than expected academic and social/emotional progress.

1.1. Pupil progress at The Levett School is unique. It is recognised that all pupils arrive below age related expectations. When assessing pupil progress, the following steps are taken:

- All pupils are base-lined within two weeks of arriving at school for both academic and social/emotional levels.
- A minimum expectation of academic progress is set based on their baseline assessment.
- A comparison is made between academic progress and social/emotional progress.
- Pupils progress is assessed from their baseline upon entry for both academic and social/emotional progress to their current levels.
- We do not compare pupils to their peers.

3. Definitions

For this policy, a pupil is defined as having SEND if they have a:

Significantly greater difficulty in learning than most others of the same age.

Disability or health condition that prevents or hinders them from making use of educational facilities used by peers of the same age in mainstream schools.

Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.

The school reviews how well equipped we are to provide support across the following areas:

Communication and interaction

Cognition and learning

Social, emotional and mental health difficulties

Sensory and physical needs

Communication and interaction:

Pupils with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.

The school recognises that:

Pupils with Autism Spectrum Disorder (ASD), can have particular difficulties with social interaction.

The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times of their lives.

The SEND Team and class teachers will work with pupils, parents and speech and language therapists (where necessary) to ensure pupils with communication and interaction difficulties reach their potential.

Cognition and learning:

Pupils with learning difficulties may require support such as personalised learning activities, individual staff support or bespoke timetable.

The Levett School understands that learning difficulties cover a wide range of needs, such as moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD). The SENDCo will ensure that any provision offered will be suitable to the needs of the pupil.

Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

Social, emotional and mental health difficulties:

Pupils may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour.

The Levett School recognises that these behaviours may reflect underlying mental health difficulties such as anxiety or depression. Therefore, we work closely with the Child and Adolescent Mental Health Service in Doncaster to provide the most appropriate support for children.

Sensory or physical needs:

Impairments that prevent or hinder pupils from using the school facilities, such as vision impairment (VI), do not necessarily have SEND. The school will ensure staff understand that:

Some conditions can be age-related and can fluctuate over time.

A pupil with a disability is covered by the definition of SEND if they require special educational provision.

Under the Equality Act 2010 (Disability) Regulations 2010, the following conditions do not constitute a disability:

A tendency to set fires

A tendency to steal

A tendency to commit physical or sexual abuse towards others

Exhibitionism

Voyeurism

Tattoos and piercings

4. Objectives

The school aims to achieve the core aims of this policy by achieving the following strategic and measurable objectives:

To follow the graduated approach outlined in the DfE's 'SEND Code of Practice: 0 to 25 years'.

To monitor the progress of all pupils to aid the earliest possible identification of SEND.

5. Roles and responsibilities

The governing board will be responsible for:

- Communicating with pupils with SEND and their parents when drawing up policies that affect them.
- Identifying, assessing and making provision for all pupils with SEND, whether or not they have an EHC plan.
- Securing the special educational provision called for by a pupil's SEND.
- Designating an appropriate member of staff to be the SENCO and having responsibility for coordinating provision for pupils with SEND.
- Appointing a designated teacher for LAC, where appropriate.
- Making reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Taking necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised, e.g. in line with the Equal Opportunities Policy: Pupils.
- Preparing the arrangements for the admission of pupils with SEND and the facilities provided to enable access to the school for pupils with disabilities.
- Regularly monitoring the school's policies and procedures, to review their impact on pupils with SEND, including on their mental health and wellbeing.
- Preparing the Accessibility Plan, showing how the school intends to progressively improve access over time.
- Publishing annual information setting out the measures and facilities to assist access for pupils with disabilities on the school's website.
- Publishing annual information about the arrangements for the admission of pupils with SEND, the steps taken to prevent pupils being treated less favourably than others, the facilities provided to assist pupils with SEND, and the school's Accessibility Plan on the school's website.
- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and pupils.
- Providing suitable, full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their EHC plan.
- Ensuring arrangements are in place to support pupils at school with medical conditions, in line with the school's Supporting Pupils with Medical Conditions Policy.
- Cooperating with the LA in drawing up and reviewing the Local Offer.
- Appointing an individual governor or sub-committee to oversee the school's arrangements for SEND.
- Preparing the SEND information report and publishing it on the website.

The headteacher will be responsible for:

Ensuring that the SENDCo has sufficient time and resources to carry out their functions.

Providing the SENDCo with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.

Regularly and carefully reviewing the quality of teaching for pupils at risk of underachievement, as a core part of the school's performance management arrangements.

The SENDCo will be responsible for all matter relating to SEND in accordance with the SEND Code of Practice including:

- Overseeing the day-to-day operation of the school's SEN policy.
- Coordinating provision for children with SEN.
- Liaising with the relevant designated teacher where a looked after pupil has SEN.
- Advising on a graduated approach to providing SEN Support;
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with parents of children with SEN.
- Liaising with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact with external agencies, especially the LA and LA support services.
- Liaising with potential next providers of education to ensure a young person and their parents are informed about options and a smooth transition is planned.
- Working with the school's leadership team and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

Ensuring that the SENDCO is provided with training, with an emphasises on mental health, on an annual basis.

The Deputy SENDCo will deputise for the SENDCO in all matters relating to SEND in accordance with the SEND Code of Practice.

6. Children with specific circumstances

LAC

Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA.

The school recognises that children that have SEND are more likely to be 'looked after', and it is likely that a significant proportion of them will have an EHC plan.

The Levett School's SENDCo is also the designated member of staff for coordinating the support for LAC.

EAL

The school gives particular care to the identification and assessment of the SEND of pupils whose first language is not English.

It is necessary to consider the pupil within the context of their home, culture and community.

Where there is uncertainty about an individual pupil, the school will make full use of any local sources of advice relevant to the ethnic group concerned, drawing on community liaison arrangements wherever they exist.

The school appreciates having EAL is not equated to having learning difficulties. At the same time, when pupils with EAL make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties.

The school will look carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of English that is used there or arise from SEND.

7. Admissions

The school will ensure it meets its duties set under the 'School Admissions Code' by:

Not refusing admission for a child that has named the school in their EHC plan.

Considering applications from parents of children who have SEND but do not have an EHC plan.

Not refusing admission for a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs.

Not refusing admission for a child who does not have an EHC plan.

Adopting fair practices and arrangements in accordance with the 'School Admissions Code' for the admission of children without an EHC plan.

Arrangements for the fair admissions of pupils with SEND are outlined in the Admissions Policy and will be published on the school website.

8. Involving pupils and parents in decision-making

Parents of pupils with SEND are encouraged to share their knowledge of their child; the SENDCo with support from class teachers will aim to give them the confidence that their views and contributions are valued and will be acted upon.

SEND Support at The Levett School is very personalised to each individual pupil and it can change on a day to day basis due to the needs of the pupil and effectiveness of the strategy/support in place. Therefore, parents will always be notified when the school provides their child with SEND support.

Decisions on whether the school will commission added provisions will be discussed thoroughly with the LA, parents and, when appropriate, the pupil involved.

Decisions about education will not unnecessarily disrupt a pupil's education or any health treatment underway.

The planning that the school implements will help parents and pupils with SEND express their needs, wishes and goals, and will:

- Focus on the pupil as an individual, not allowing their SEND to become a label.

- Be easy for pupils and their parents to understand by using clear, ordinary language and images, rather than professional jargon.

- Highlight the pupil's strengths and capabilities.

- Enable the pupil, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.

- Tailor support to the needs of the individual.

- Organise assessments to minimise demands on families.

- Bring together relevant professionals to discuss and agree together the overall approach.

- The **class teacher**, supported by the **SENDCo and Deputy SENDCo**, will meet with pupils, and their parents three times an academic year to set clear outcomes, review progress, discuss activities and support, and identify parental responsibilities.

9. Joint commissioning, planning and delivery

The school is committed to ensuring that pupils with SEND can achieve their ambitions and the best possible educational outcomes, as well as other opportunities, such as securing employment and living as independently as possible.

The school will work closely with local education, health and social care services to ensure pupils get the most appropriate support.

The school assists the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).

The school's General Data Protection Regulation (GDPR) policy will be adhered to at all times.

The school will plan, deliver and monitor services against how well outcomes have been met, including, but not limited to:

- Improved educational progress and outcomes for children and young people with SEND.

- Increasing the identification of pupils with SEND prior to school entry.

Where pupils with SEND also have a medical condition, their provision will be planned and delivered in coordination with the EHC plan.

SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

10. Funding

Get something from the business manager...

The school will allocate the appropriate amount of core per-pupil funding and notional SEND budget outlined in the Local Offer for the SEND provision of its pupils.

Personal budgets are allocated from the LA's high needs funding block; the school will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.

11. Local Offer

In developing and reviewing the Local Offer, the school will adopt the following approach:

Collaborative: The school will work with LAs, parents and pupils in developing and reviewing the Local Offer. The school will also co-operate with those providing services.

Accessible: The published Local Offer will be easy to understand, factual and jargon free. It is structured in a way that relates to pupils' and parents' needs (for example by broad age group or type of special educational provision). It will be well signposted and publicised.

Comprehensive: Parents and pupils will know what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The Local Offer will include eligibility criteria for services, where relevant, and make it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.

Up-to-date: When parents and pupils access the Local Offer, it is important that the information is up-to-date.

12. Graduated approach

Once a pupil with SEND has been identified, the school will employ a graduated approach to meet the pupil's needs by:

Establishing a clear assessment of the pupil's needs.

Planning, with the pupil's parents, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.

Implementing the interventions, with the support of the SENDCo and SENDCo Deputies.

Reviewing the effectiveness of the interventions, and making any necessary revisions.

13. Assessment

The school will, in consultation with the pupil's parents, request a statutory assessment of SEND where the pupil's needs cannot be met through the resources normally available within the school.

The school will meet its duty to respond to any request for information relating to a statutory assessment within six weeks of receipt.

The school will gather advice from relevant professionals about the pupil concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.

In tracking the learning and development of pupils with SEND, the school will:

- Base decisions on the insights of the pupil and their parents.

- Set pupils challenging targets.

- Track their progress towards these goals.

- Review additional or different provisions made for them.

- Promote positive personal and social development outcomes.

- Base approaches on the best possible evidence, and ensure that they are having the required impact on progress.

Detailed assessments will identify the full range of the individual's needs, not just the primary need.

Where possible, pupils' needs will be defined under the 'SEND Code of Practice: 0 to 25 years' broad areas of need:

- Communication and interaction

- Cognition and learning

- Social, emotional and mental health difficulties

- Sensory and/or physical needs.

Where a pupil continually makes little or no progress, or is working substantially below expected levels, the school will consult with parents before involving specialists.

14. Training

Relevant staff members will keep up-to-date with any necessary training, which will be provided by the SENDCo or Deputy SENDCo as well as external agencies, where appropriate.

Training will cover both the mental and physical needs of pupils with SEND.

The training offered will be delivered to ensure equality, diversity, understanding and tolerance.

Mental health will be a key consideration for all training that the SENDCo participates in, along with any training that staff are given.

During staff induction, all staff will receive SEND training.

Training will cover the following:

- Identifying SEND in pupils
- Liaising with the school's SENDCo
- Implementing support measures
- Monitoring the success of those support measures
- De-escalation techniques
- Restraining techniques
- How to develop peaceful learning environments
- How to develop lessons so they are engaging for pupils with varying forms of SEND
- Reasonable adjustments
- Personalised learning
- How to help with emotional development.

15. Promoting mental health and wellbeing

The curriculum for PSHE will focus on promoting pupils' resilience, confidence and ability to learn.

Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.

A child counsellor will be available where a pupil requires such services.

Where appropriate, the school will support parents in the management and development of their child.

Support staff will mentor pupils by encouraging and supporting pupils suffering with SEMH difficulties.

When in-school intervention is not appropriate, referrals and commissioning will be used instead. The school will continue to support the pupil as best it can.

For pupils with more complex problems, additional in-school support will include:

- Supporting the pupil's teacher, to help them manage the pupil's behaviour.

- Additional educational one-to-one support for the pupil.

- One-to-one therapeutic work with the pupil, delivered by appropriately trained staff.

- An Individual Health Plan (IHP). All schools must comply with the statutory duty of caring for pupils with medical needs.

- Providing professional mental health recommendations, e.g. regarding medication.

The school will also consider whether disruptive behaviour is a manifestation of SEMH needs.

The school will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

The deputy SENDCo is the designated Mental Health Champion within the school.

16. EHC plans

The majority of the pupils at The Levett School are dual registered with a mainstream school and the mainstream school are responsible for all processes linked to their pupil's EHCP for example requesting an EHC assessment and reviewing the EHCP.

However, in the instances where The Levett School are named within section I of a pupil's EHCP, we will:

The school will fully cooperate with the LA when research about the pupil is being conducted.

The school will provide the LA with any information or evidence needed.

All relevant teachers and support staff will be involved in contributing information to the LA.

If the school decides to request a statutory assessment of need (EHC plan request), the parents and the pupil will be informed, including the reasons for this decision.

The school will meet its duty to provide parents or the individual pupil with 15 calendar days to consider and provide views on a draft EHC plan.

If the decision is taken not to issue an EHC plan, the school will consider and implement the recommendations of feedback from the LA regarding how the pupil's outcomes can be met through the school's existing provision.

If the LA decides not to issue an EHC plan, the parents of the pupil, or the pupil themselves, will be informed within a maximum of 16 weeks from the initial request of an EHC assessment.

The school will admit any pupil that names the school in an EHC plan or EHC needs assessment process.

The school will ensure that all those teaching or working with a pupil named in an EHC plan are aware of the pupil's needs and that arrangements are in place to meet them.

All reasonable provisions will be taken by the school to provide a high standard of education.

Staff will be briefed about any potential problems and a procedure will be put into place to deal with certain situations.

The school will specify the outcomes sought for a pupil in terms of specific, measurable, achievable, realistic and time scaled (SMART) outcomes.

The school will ensure that each pupil's EHC plan includes the statutory sections outlined in the 'SEND Code of Practice: 0 to 25 years', labelled separately from one another.

If a pupil's needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment.

Thereafter, SENDCo will request the LA to conduct a re-assessment of a pupil whenever they feel it is necessary.

Following the re-assessment, a final EHC plan will be issued within 14 weeks from the request being made.

The school will ensure that any EHC plan information is kept confidential and on a need-to-know basis.

Information regarding a pupil's EHC plan will only be shared with other educational institutions if the pupil is transferring there, for the institute to develop an individual learning plan.

The school will take steps to ensure that pupils and parents are actively supported in developing and reviewing EHC plans.

Where necessary, the school will provide support from an advocate to ensure the pupil's views are heard and acknowledged.

The school will ensure that parents are consistently kept involved throughout the implementation of an EHC plan.

The school will ensure that the whole process of an EHC needs assessment and development takes no longer than 20 weeks from when the initial request was received.

17. Reviewing the EHC plan

The majority of the pupils at The Levett School are dual registered with a mainstream school and the mainstream school are named within section I of the pupil's EHCP so this school would undertake these responsibilities working collaboratively with The Levett School to do so. However, in the instances where The Levett School are named within section I of a pupil's EHCP, we will:

Cooperate with the relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.

Ensure that the appropriate people are given at least two weeks' notice of the date of the meeting.

Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents involved at all times.

Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.

Cooperate with the LA during annual reviews.

Lead the review of the EHC plan in order to create the greatest confidence amongst pupils and their family.

Seek advice and information about the pupil prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.

Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan.

Provide the LA and parents with any evidence to support the proposed changes and giving those involved at least 15 days to comment and make representations.

Clarify to the parents and pupil that they have the right to appeal the decisions made in regards to the EHC plan.

18. Transferring between different phases of education

EHC plans will be reviewed and amended in sufficient time prior to a pupil moving between key phases of education, to allow for planning for and, where necessary, commissioning of, support and provision at the new phase.

The review and amendments will be completed by 15th February in the calendar year of the transfer at the latest for transfers into or between schools.

The key transfers are as follows:

- Early years provider to school
- Infant school to junior school
- Primary school to middle school
- Primary school to secondary school
- Middle school to secondary school

19. SEND tribunal

All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the pupil's education suffering.

In all cases, the school's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.

Following a parent's serious complaint or disagreement about the SEND provisions being supplied to a pupil, the school will contact the LA immediately to seek disagreement resolution advice, regardless of whether an EHC plan is in place.

Where necessary, the SENDCo will make the relevant parties aware of the disagreement resolution service.

The school will meet any request to attend a SEND tribunal and explain any departure from its duties and obligations under the 'SEND Code of Practice: 0 to 25 years'.

Following the use of informal resolutions, the case will be heard in front of three people, who are independent of the management and running of the school.

If disagreements are not resolved at a local level, the case will be referred to the ESFA.

The school will fully cooperate with the LA by providing any evidence or information that is relevant.

All staff involved in the care of the pupil will cooperate with parents, to provide the pupil with the highest standard of support and education.

20. Supporting successful preparation for adulthood

The school will ensure that pupils are supported to make a smooth transition to whatever they will be doing next, e.g. moving on to higher education.

The school will transfer all relevant information about pupils to any educational institution that they are transferring to.

If a pupil has been excluded, the school has a duty to arrange suitable, full-time education from the sixth day of a fixed period exclusion and to provide full details of any SEND provisions necessary, in accordance with the school's Exclusion Policy.

If it is in the best interest of the pupil, the school may commission alternative provision, in line with any EHC plans in place, for pupils who face barriers to participate in mainstream education.

The school will take an active role in preparing pupils with SEND for their transition into adult life, preparing them to achieve their ambitions in terms of HE or employment, taking responsibility for their health, where they will live, their relationships, their finances, social integration and independence.

The school will ensure that it meets its duty to secure independent, impartial careers guidance for pupils in Years 8 and 9, including:

- Discussing preparation for adulthood in planning meetings with pupils and parents from Year 8.

- Helping pupils and their families prepare for the change in legal status once a pupil is above compulsory school age.

- Ensuring that careers advice and information provides high aspirations and a wide range of options for pupils with SEND.

- Helping pupils and parents understand and explore how the support they will receive in school will change as they move into different settings, and what support they are likely to need to achieve their ambitions.

- Securing access to independent, face-to-face support for pupils with SEND to make successful transitions.

The school will implement a Careers Policy, which will include details on how the school will work with pupils with SEND to ensure they are prepared for the workplace.

21. Data and record keeping

The school will:

Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all pupils.

Maintain an accurate and up-to-date register of the provision made for pupils with SEND.

Show all the provisions the school makes which is different or additional to that offered through the school curriculum on a provision map.

The school keeps data on the levels and types of need within the school and makes this available to the LA.

The SEND information report will be prepared by the SENDCo and will be published on the school website; it will include all the information outlined in paragraphs 6.79 and 6.83 of the 'SEND Code of Practice: 0 to 25 years'.

All information will be kept in accordance with the GDPR Policy.

22. Confidentiality

The school will not disclose any EHC plan without the consent of the pupil's parents, except for disclosure:

To a SEND tribunal when parents appeal, and to the Secretary of State under the Education Act 1996.

On the order of any court for any criminal proceedings.

For the purposes of investigations of maladministration under the Local Government Act 1974.

To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.

To Ofsted inspection teams as part of their inspections of schools and LAs.

To any person in connection with the pupil's application for students with disabilities allowance in advance of taking up a place in HE.

To the headteacher (or equivalent position) of the institution at which the pupil is intending to start their next phase of education.

23. Resolving disagreements

The school is committed to resolving disagreements between pupils and the school.

In carrying out of duties, we:

- Support early resolution of disagreements at the local level.

- Explain the independent disagreement resolution arrangements in our Complaints Policy, which is available for disagreements across special educational provision, and health and care provision in relation to EHC plans and tribunals.

The school's Complaints Policy will be published on the school's website; additionally, the school will publish details regarding how complaints from parents of children with SEND will be handled.

24. Publishing information

The school will publish information on our website about the implementation of the SEND Policy.

The SENDCo will publish details of the SEND information report on the website.

The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

25. Monitoring and review

The policy is reviewed on an annual basis by the headteacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

The next scheduled review date for this policy is January 2021.