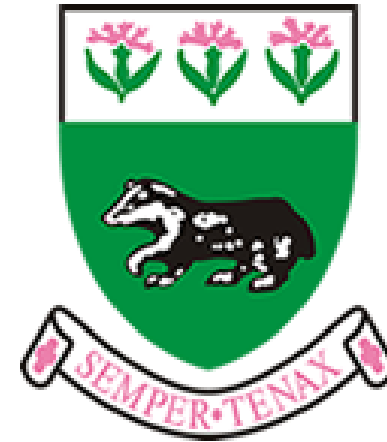


Bennett Memorial Diocesan School



SEND Policy and Information report

September 2023

This document will help you to understand:

- ✦ Bennett's principles for teaching students with special educational needs
- ✦ The SEND Register at Bennett
- ✦ The identification and assessment of students with special education needs
- ✦ How we seek to ensure all students' needs are met
- ✦ How we track achievement of students with SEND
- ✦ What provision is available at transition points
- ✦ How accessible the school is and how the school arranges equipment or facilities students need
- ✦ How all students are included in activities with other students, including school trips
- ✦ FAQs

Bennett's principles for teaching students with Special Educational Needs and Disabilities.

The objectives of the school in making provision for students with special educational needs and disabilities (SEND) are to combine the principles and requirements of the Code of Practice for Special Educational Needs (DfE 2014) with the school's distinctive mission as a Church of England school. Bennett is committed to a specifically Christian view of the education of all its students, including those with special educational needs and disabilities.

Bennett is a school where excellence is the aim for all, and where we seek to maximise the personal and academic achievement of students whatever their starting point. It follows that Bennett seeks to enable every child to access the curriculum and to benefit as fully as possible from it. We believe that teachers should use appropriate assessment to set targets which are deliberately ambitious. Potential areas of difficulty should be identified and addressed at the outset. Lessons should be planned to address potential areas of difficulty and to remove barriers to achievement. In most cases, such planning will mean that students with SEND and disabilities will be able to study a full curriculum. (SEN Code of Practice, 2014). However, we do also recognise that some students will need additional support for at least part of their school careers to enable such achievement and to access the whole curriculum.

We understand that partnership with parents plays a key role in enabling children and young people with SEND to achieve their potential. The school recognises that parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.

Every child is an individual and the relationship between the school and parents is important in ensuring that we are able to meet the needs of your child as best we can. This does mean that there will be times when we will need to solve problems together as a team. Open communication between home and school is key to a successful parent/carer school partnership.

Young people with special educational needs often have a unique knowledge of their own needs and their views about what sort of support they would like, to help them make the most of their education, will be ascertained. They will be encouraged to participate in all the decision-making processes and contribute to the assessment of their needs, the reviews and transition processes.

Ultimately, we want all students to achieve success, become confident individuals who live fulfilling lives and make a successful transition into adulthood.

The SEND register at Bennett

For some children, SEND can be identified at an early age. However, for other children and young people, difficulties become evident only as they develop. All those who work with children and young people should be alert to emerging difficulties and respond early. In particular, parents know their children best and it is important that all professionals listen and understand when parents express concerns about their child's development. They should also listen to and address any concerns raised by children and young people themselves (SEN Code of Practice 2014).

Definition of SEND:

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty 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. *SEN Code of Practice (2014, p 4)*

Definition of disability:

Many children and young people who have SEN may also 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' *SEN Code of Practice (2014, p5)*.

There are four categories of need:

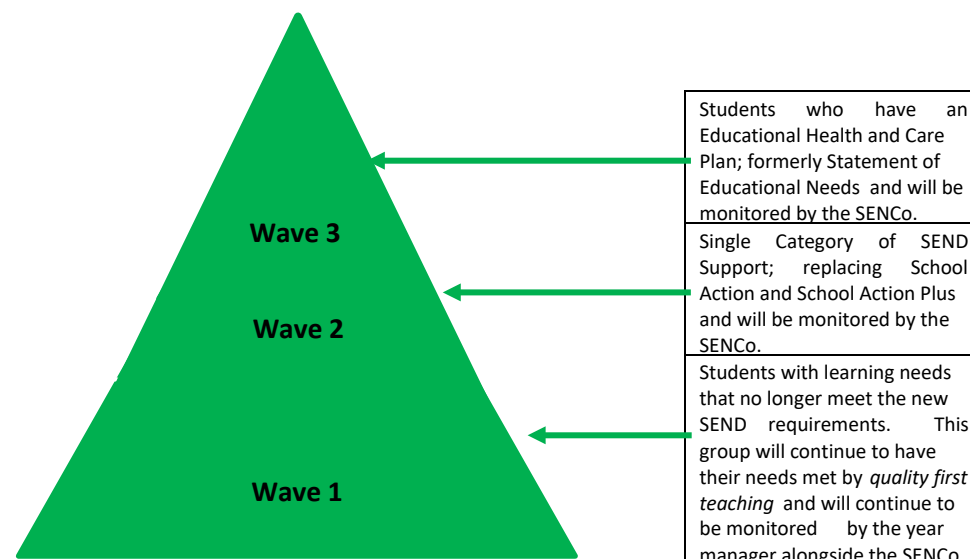
- ✦ Cognition and Learning
- ✦ Physical and Sensory Needs
- ✦ Communication and Interaction
- ✦ Social, Emotional and Mental Health

The Specific objectives of our SEND policy at Bennett are as follows:

- To identify students with SEND and ensure that their needs are met
- To ensure that students with SEND join in with all the activities of the school
- To ensure that all learners make the best possible progress
- To ensure parents are fully informed of their child's special needs and that there is effective communication between parents and school
- To ensure that learners express their views and are fully involved in decisions which affect their education.
- To promote effective partnership and involve outside agencies when appropriate.

How we ensure that we meet all students' needs – The Wave of Intervention Model explained.

We approach SEND through a 'Graduated Response' to SEND support using the 'Wave of Intervention Model' illustrated below:

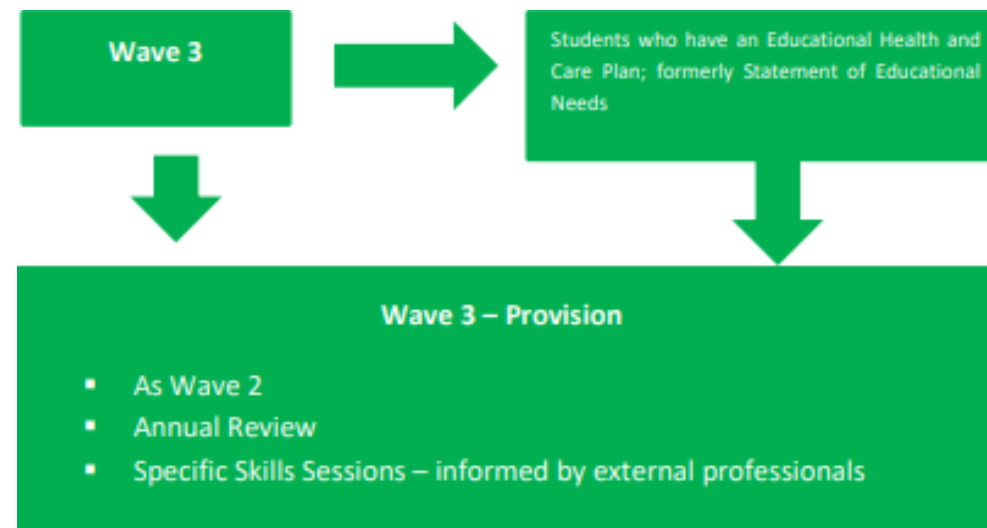
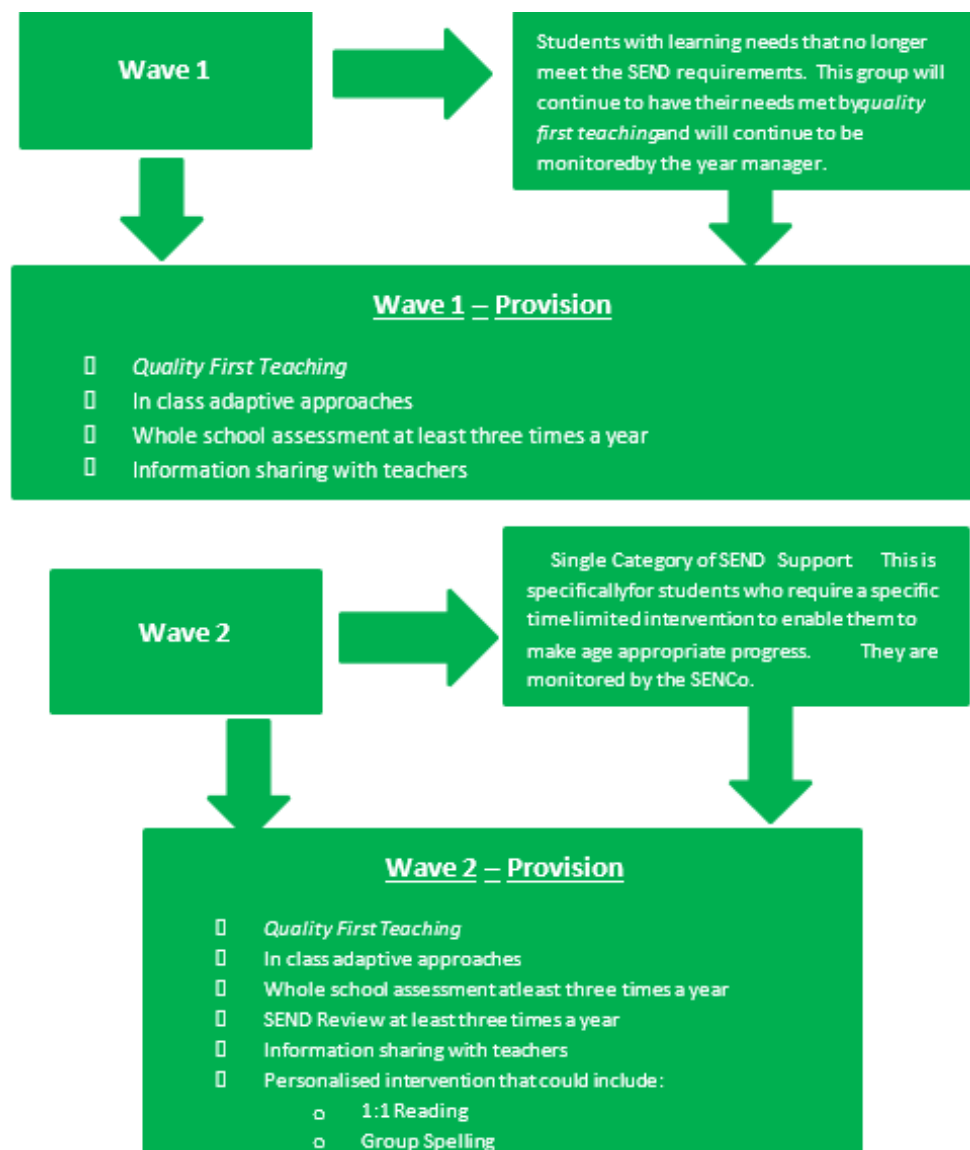


We believe that SEND needs should primarily be met by 'Quality First Teaching'. This is described as high-quality teaching that is adapted and personalised in order to meet the individual needs of the majority of children and young people within the classroom. Some children and young people will need educational provision that is additional to or different from this. This is special educational provision under Section 21 of the Children and Families Act 2014.

Schools and colleges must use their best endeavours to ensure that such provision is made for those who need it. Special educational provision is underpinned by high quality teaching and is compromised by anything less (SEN Code of Practice 2014).

At times it may be that students' needs exceed our capabilities as a school, at which point we must declare this to parents and students to ensure the correct, alternative provision can be sought.

Teaching and Learning Provisions:



At Bennett our approach to the curriculum and to achievement is that all students are potentially able to master the foundations needed for successful attainment at GCSE. This means that we expect that all students will complete a broad range of GCSE qualifications. We believe that having such high expectations for all is a necessary basis for strong achievement.

We are committed to offering an inclusive curriculum to ensure the best possible progress for all of our students whatever their needs or abilities. This approach seeks to educate students with SEND within the classroom alongside their peers wherever possible.

We aim to make reasonable adjustments to meet the needs of all students. This may include adapting the curriculum slightly and offering some support outside of the mainstream classroom. However, this is done on an individual basis in order to overcome barriers to learning so that the whole curriculum can be accessed.

SEND provision is regarded as a whole school matter and all our teachers are teachers of students with special educational needs and disabilities. We aim to support our teachers by providing them with information about students with special educational needs and advice on strategies for support. When necessary, training will be provided to ensure that staff have the required knowledge to allow them to adapt their teaching, in order to meet the needs of all of our students.

At Bennett, there is a designated suite of rooms set aside for the work of the Learning Support team. The Learning Support area provides an environment specifically for students with SEND. At breaktime and lunchtimes the area provides a supervised safe haven for vulnerable students. The Learning Support department comprises of Mrs Hannah Brown – Acting Learning Support Manager (Acting SENCo), Mrs Curling and Mr Cripps – Assistant Learning Support Managers, Sarah Burden – Dyslexia specialist teacher and a team of Student Support Assistants.

In order to meet the needs of those students with social and emotional difficulties we have the support of the school welfare team. This team comprises of Mr Stoodley – Deputy Headteacher, Mrs Santaana - Assistant Headteacher (Designated Safeguarding Lead), Ms Green – Assistant Headteacher, Nurse Becki, Reverend Rachael, Mrs Tadmor (year 7), Mrs Woosey (year 8), Mrs Crozier (year 9), Mrs Jorden (year 10), Mrs Johnson (year 11), Mrs Hartland (years 12 and 13), Mrs Williams (LS & year 12/13 on Thurs/Fri). This team can also provide access to outside agencies such as professional counselling and Emotional Health and Wellbeing support, when necessary, through the Early Interventions and/or LIFT process. There is more information regarding the external agencies support that is available through Kent's [Local Offer](#).

It is also sometimes necessary to secure external expert provision for students in Wave 2 and 3 such as the Specialist Teaching Service.

Accessibility Plan and learning environment:

We consult with the Local Authority, specialist professionals and parents for guidance regarding the equipment and facilities that are required to meet the needs of our students. This is reviewed regularly and the recommended provision is planned for and implemented.

The identification and assessment of students with special education needs

Students are identified as potentially requiring learning support in a number of ways:

- Information from primary feeder school
- Existing EHCP on arrival at Bennett
- The outcomes of KS2 tests
- Screening in English and Mathematics on entry into school
- Screening of students on the SEND register - annually
- Referral by teaching staff
- Referral by Year Manager
- Information from parents
- Information from outside agencies, including the health service or social services

It can be a common misconception to assume that slow progress and low attainment mean that a child has SEND. This is not necessarily the case and should not automatically lead to a student being recorded as having SEND. Equally, it should not be assumed that attainment in line with chronological age means that there is no learning difficulty or disability. Some learning difficulties and disabilities occur across the range of cognitive ability and, if left unaddressed, may lead to frustration, which may manifest itself as disaffection, emotional or behavioural difficulties (SEN Code of Practice 2014).

In line with the 2014 SEN Code of Practice, the SEND register will be reviewed at regular intervals. It may be that at these points students are moved onto or off the register and we would inform parents of such decisions in writing. If these decisions are made it will be in partnership with parents.

Exam Access Arrangements Testing

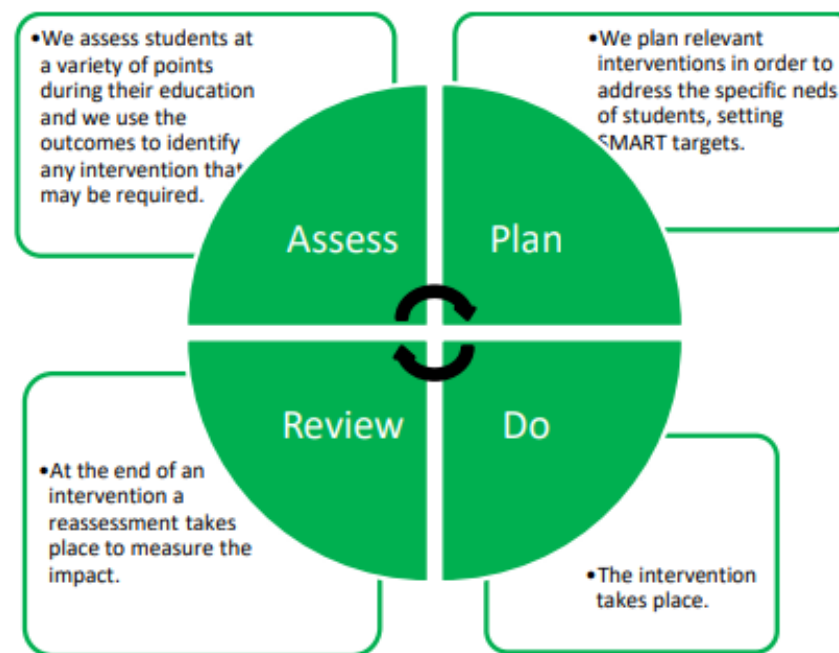
The assessment of students' needs in relation to the completion of external examinations is an important factor in ensuring all students have a fair chance in line with the Equality Act 2010. The exam access arrangements testing process takes place towards the end of year 9, during which students who are known to have a history of need with the Learning Support Department will complete a range of tests with the SENCo and a member of staff qualified in the Certificate in Psychometric Testing, Assessment and Access Arrangements (CPT3A), who is British Psychological Society registered. The guidelines that are produced by the [Joint Council for Qualifications \(JCQ\)](#) are then used to determine the eligibility of the students for exam access arrangements.

How do we track achievement of students with SEND?

The progress of students with special educational needs is kept under regular review. Whole school assessments are completed on at least two occasions in each year and the systematic analysis of the achievement of different groups in the school includes that of students with different levels of special educational needs.

In addition, the SENCO keeps the progress of students with special educational needs under intensive review. This is achieved by regularly reviewing assessment data and reporting from class teachers and monitoring the support and intervention that is provided by Student Support Assistants and Education Assistants if appropriate.

As part of the review process the SENCo will conduct testing at the start and end points of interventions, in order to review students' progress.



The Assessment and Reporting Process

The outcomes of Learning Support led interventions are reported to parents through the school's reporting system (Pupil Tracking) at the end of the academic year. Parents of students who are included on the SEND register (Wave 2 and 3) will also be invited to a SEND provision review at three key points throughout the year. These dates will be communicated to parents in writing. The review will examine the provisions in place and include an opportunity to set Specific Measurable Achievable Realistic Timely (SMART) targets.

These targets will be set in agreement with parents, students and the SENCo and will be reviewed at subsequent reviews. Students with an Education, Health and Care Plan, will have an Annual Review as part of the three review points throughout the year. During the academic year the Annual Review will address how well the SMART outcomes identified in the EHC Plan have been met, along with the setting of new SMART outcomes for the coming year in the student's provision plan in line with guidance from KCC or ESCC.

What provision is made for students with SEND at key transition points?

Year 6	Wave 3	SENCo will attend the annual review at the Primary School
	Wave 2 & 3	A transition meeting for parents and the student can be arranged with the SENCo, to be held at Bennett.
	Wave 2 & 3	Additional transition meetings will be scheduled dependent on students' needs
	All	Transition evening with all of the new entrants Transition day with all of the new entrants
Year 9	Wave 3 Wave 2	Transition meeting to discuss the options available with the Head of Year and/or SENCo
Year 11	Wave 3 Wave 2	Transition meeting to discuss the options available with the Head of Year and/or SENCo Guidance about alternative provision/qualifications that would best meet the needs of the individual students
Year 12/13	Wave 3 Wave 2	Transition meeting to discuss the options available to them in higher education and/or employment, dependent on the student's aspirations. This meeting will be conducted with the Head of Year and/or SENCo Guidance about alternative provision/qualifications that would best meet the needs of the individual students

How accessible is the school and how does the school arrange equipment or facilities students need?

Bennett is committed to providing an environment that enables full curriculum access that values and includes all students, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the school. The school recognises and values parents' knowledge of their child's disability and its effect on their ability to carry out everyday activities and respects the parent's and child's right to confidentiality. The school's Accessibility Plan shows how access is to be improved for disabled students, staff and visitors to the school within a given time frame and anticipating the need to make reasonable adjustments to accommodate their needs where practicable.

The Accessibility Plan contains relevant and timely actions to:-

- Increase access to the curriculum for students with a physical disability and/or sensory impairments, expanding the curriculum as necessary to ensure that students with a disability are as equally prepared for life as the able-bodied students; (If a school fails to do this they are in breach of their duties under the Equalities Act 2010); this covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or schools visits – it also covers the provision of specialist or auxiliary aids and equipment, which may assist these students in accessing the curriculum within a reasonable timeframe;
- Improve and maintain access to the physical environment of the school, adding specialist facilities as necessary – this covers improvements to the physical environment of the school and physical aids to access education within a reasonable timeframe;
- Improve the delivery of written information to students, staff, parents and visitors with disabilities; examples might include hand-outs, timetables, textbooks and information about the academy and its events; the information

should be made available in various preferred formats within a reasonable timeframe.

- The school's Accessibility Plan relates to the key aspects of physical environment, curriculum and written information. Whole school training will recognise the need to continue raising awareness for staff and governors on equality issues with reference to the Equality Act 2010.

Steps are taken to prevent a disabled student from being disadvantaged at the start of transition from year 6 into year 7. This involves a member of the welfare team attending the primary school before the student starts at Bennett. Issues such as timetabling to ensure the student is on the ground floor for lessons, equipment such as laptops, the need for enlarged text and any other areas of need are addressed and reviewed through the student's time at Bennett. If a student needs specialist equipment or teachers need specialist training a member of the Learning Support team will contact the relevant outside agencies such as Occupational Health and/or the Specialist Teaching Service.

Please see the Bennett Memorial Diocesan School Accessibility Plan on the school website for further specific information.

Bennett Memorial Diocesan School will ensure that arrangements are in place to support pupils with medical conditions. In doing, so we ensure that such children can access and enjoy the same opportunities at school as any other child.

The 'Supporting Pupils with medical needs' policy has been developed in line with the Department for Education's guidance released in September 2014 "Supporting pupils at school with medical conditions".

Bennett Memorial's welfare team includes a school nurse. The Learning Support team work closely together in order to support students with medical needs looking at issues such as Individual Health Care Plans, accessibility to all areas of the curriculum and exam access arrangements. The Learning Support team and the school nurse work closely to ensure that staff are trained appropriately as and when required.

Please see Bennett Memorial's policy on 'Supporting Pupils with medical needs' for further information.

How are students included in activities with other students, including school trips?

At Bennett we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development. As a school, we are committed to all students participating in physical activities, co-curricular activities and school trips. When planning a trip, all trips are open to all students. The member of staff planning the activity/trip then consults with the school nurse and the Learning Support department to understand the needs of the students taking part in the activity/trip. This includes planning for Duke of Edinburgh expeditions.

Where necessary, we will work closely with parents in order to understand what provision is required particularly if the activity/trip involves a residential element. This may require at least one meeting with the parents and the trip leader in order to understand and talk through what the issues may be and how the students' needs can be met making reasonable adjustments where possible and necessary.

Provision can involve making appropriate rooming arrangements, having a key adult to check in with to help with personal care, enabling a student to have time out if needed, adapting arrangements for eating and meeting dietary requirements, liaising with travel companies to ensure appropriate arrangements are made for travel particularly if a student has a physical disability and putting into place any necessary staff training such as how to push a wheelchair appropriately or how to administer an epipen.

Through careful planning and reasonable adjustments, pupils with SEND engage in the activities of the school together with those who do not have SEND and are encouraged to participate fully in the life of the school and in any wider community activity.

We work with parents and pupils to listen to their views, feelings and wishes to ensure pupils with SEND engage fully in the life of the school and in any wider community activity.

Please refer to the school Accessibility Plan, Educational Visits policy and Supporting pupils with medical needs policy for further detail.

How is the SEND provision evaluated?

The Headteacher has the strategic responsibility for overseeing, monitoring, evaluating and reviewing SEND provision and for keeping the Local Governing Body fully informed. The Headteacher works closely with the acting Learning Support Manager, Mrs Hannah Brown, in doing so.

The success of the SEND Policy is evaluated in a number of ways:

- The Learning Support Manager (LSM) and Subject Team Leaders monitor the quality of classroom practice, as it relates to children with SEND
- Test results of individual students on the SEND register are monitored by the LSM, and where appropriate value-added measures are also considered
- The Governors' Learning Committee regularly monitor procedures and practice
- Local Inclusion Forum Team (LIFT)/Early Help Intervention meetings are a further opportunity for evaluation of the success of individuals' provision
- Annual review of the SEND Development Plan
- Parents as partners in the process of SEND provision are consulted and are able to contribute their views to the evaluation of the success of SEND provision to their children.
- Regular in-year reviews with parents and students who have an EHCP or are on the SEND register.

Allocation of Resources

The SEND allocation is based on a % of the AWPU funding for all students 11-16 plus

- Number of students considered to be from deprived areas at different levels of deprivation funding (Income Deprivation Affecting Children Index IDACI)
- Number of students not achieving KS2 level 4 at English & Maths
- Number of EAL students

Plus a % of the lump sum (non pupil) given to the school in the formula grant. The SEND budget is determined each year according to the number of students on roll in January with Level 3 or below at KS2. All SEN costs (LSM, TAs, support teachers, administrative support, supply costs, materials and equipment and training) are taken from the delegated SEN funding.

Admission Arrangements

As Bennett is a Church of England Academy, the Governing Body is responsible for admissions to Bennett and exercises this responsibility using the oversubscription criteria. These are based on the religious affiliation of the parents and make no reference either to ability or to special educational need; the admissions policy has due regard for the guidance in the Codes of Practice which accompany the SEN and Disability Act 2001. According to legislation it is the responsibility of the LA to provide places for children with EHC plans, and there is a statutory consultation process which the LA is required to undertake with the school of the parents' choice, prior to the amendment of the EHC plan which takes place during year 6 and which names the secondary school which the EHC plan student will attend. Bennett collaborates fully, as the law requires, with this process, and responds to consultation according to whether Bennett can effectively meet the needs of the student, and whether their placement at Bennett would have an adverse effect on other students' welfare or education, which 'reasonable adjustments' on the part of the school could not address.

How to Communicate with the Learning Support team.

If as a parent, you need to discuss your child's needs or have any questions about Special Educational Needs or exam access arrangements then you should communicate these through the [year manager](#) in the first instance. For those on the SEND register, parents should contact the acting Learning Support Manager/acting SENCo Mrs Hannah Brown senco@bennett.kent.sch.uk.

Complaints

Complaints about the School's SEND policy should be addressed in the first instance to the Headteacher. Complaints about the day to day implementation of the policy should be addressed to Mrs Hannah Brown. Any such complaints will be fully investigated and a response given within ten days of receipt of the complaint. If the complaint cannot be satisfactorily addressed, the Headteacher will inform parents to whom they can take their concerns. This will depend on the nature of the individual complaint.

FAQs

Who are the best people to talk to at Bennett about my child's difficulties with learning, special educational needs or disability?

If your child is not at Wave 2 or 3, you should speak to the year manager in the first instance. The year manager will then seek out further advice from teachers and the SENCo as to how to proceed. If your child is at wave 2 or 3, you should contact the acting SENCo, Mrs Hannah Brown.

How can you support your child at home?

There are many ways you can support your child at home:

- Reading together is an excellent way of supporting your child's learning.
- Helping with revision – encourage your child to involve you in their revision activities in order to keep it active and purposeful.
- Offer them somewhere quiet to complete their work at home.

- Help your child with their organisation by helping them with managing their books and their school bag. Checklists are a good starting point and they will help to encourage your child to move towards being independent with their organisation.
- Support your child with spelling of key vocabulary by practising together and testing them.

How much should I help with homework?

Many children find their homework difficult to manage particularly when they have lots to get through. Encourage your child to complete their homework the night it is assigned on the homework timetable, which may not necessarily be the day of the lesson or the night before it is due. This will reduce the pressure of trying to remember what they are supposed to be doing. Help your child to organise their homework by checking the instructions with them and looking through their classwork for that day if appropriate. Encourage them to stick to the time suggested. Year 7 and 8 should spend 30 minutes on one piece of homework and year 9 and above should spend at least 45 minutes on one piece of homework. You will find that your child will gradually become more and more independent when completing their homework as they get to grips with how to get started. Finally, do encourage your child to let you check through their written work. Read the work out loud together to see if your child can spot their own mistakes – this will help them to practise proof reading their work.