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# Special Educational Needs Policy

**DATE:** **May 2026**
**POLICY LEAD:** **Executive Principal for SEND and Inclusion**
**APPROVED BY:** Trustees

Excellence Equity Empowerment

# DOCUMENT CONTROL

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| **Policy Level** | Trust Template | |
| **Approved By** | Trustees | |
| **Approval Date** | 18th May 2026 | |
| This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice. | | |
| **Policy Lead / Author** | Executive Principal for SEND and Inclusion / K. Wright | |
| **Version Number** | **Date Issued** | **Updated Information** |
| Please complete this section with a brief summary of the changes you have made or if this is a full re-write / new policy. The contents of this version control box will be shared with trustees / the LGB as part of the approval process – Thank you | | |
| V1 | 18th May 26 | Complete re-write |
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## 1. Compliance

This policy complies with the requirements laid out in the SEND Code of Practice 0-25 (2014) and has been written with reference to the following guidance and documents.

- The Equality Act (2010)
- Children and Families Act (2014)
- Special Educational Needs and Disability Regulations (2014)
- Academy SEND Information Report Regulations (2014)
- SEND Code of Practice (2015)
- Academy Accessibility Plan
- Trust Equality Act Statement
- Trust Safeguarding Policy
- Academy Admissions Policy
- Trust Supporting Children with Medical Needs Policy

## 2. Vision and Principles

Aston Academy will ensure that it has an effective policy and practice in place which will enable pupils/students with Special Educational Needs to reach their full potential, to be fully included in the school community and make successful transition to adulthood.

At Aston Academy, all teachers are teachers of SEND.

We believe that all children can be helped to overcome barriers to learning and experience success.

## 3. Responsibility for the Coordination of SEND Provision

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| The Senior Teacher responsible for the coordination of SEND provision: | **Sue Torry** |
| The person responsible for overseeing the provision for children with SEND: | **Sue Torry** |
| The person responsible for coordinating the day-to-day provision of education for pupils/students with SEND: | **Sue Torry** |

Class teachers are responsible for the progress and development of every pupil/student in their class and will work with the SENDCo and wider Inclusion support and pastoral team to ensure the 'assess plan do review' cycle is appropriately implemented to support any pupil/student with SEND.

Aston Academy's SENDCo will co -ordinate and work with leaders to implement the Aston Academy approach to SEND provision and will undertake those duties set out in Chapter 6 of the SEND Code of Practice. Specifically, Aston Academy SENDCo will be responsible for:

- The day -to-day operation of this policy.
- Coordinating the provision for children with SEND and/or Disabilities by working closely with other staff.
- Liaising with parents and other professionals in respect of SEND and/or Disability needs.
- Providing related professional guidance to other colleagues with the aim of securing high quality Teaching.
- Supporting teachers to monitor the standards of pupil/student achievement.
- Reviewing targets for improvement.
- Ensuring that appropriate records are kept.
- Contributing to the in -service training of staff.

- Using available resources to maximum effect.
- Managing support staff who work with SEND and disabled children.
- Work with the Designated Teacher of LAC in supporting children and young people who are looked after by the local authority and have SEND.
- Ensuring that the published SEND Information Report is accessible and remains current, along with the relevant links to the Local Offer.

## 4. Aims and Objectives

Our aim is to provide every pupil/student with access to a broad and balanced education. In accordance with the Special Educational Needs Code of Practice, we will enable pupils/students to: achieve their best; become confident individuals and transfer to further education or training.

**We aim to:**

- Ensure that all stakeholders, including Aston Academy staff, pupils/students, parents, governors and trustees, have a clear understanding of the Academy approach to SEND support; what is expected of them and what they can expect in terms of provision.
- Ensure the duties set out in the SEND Code of Practice (2015) and the Equality Act (2010) are fully met.
- Develop a culture of high aspiration supported by high quality provision to meet individual needs.
- Promote high standards of education for children with SEND.
- Encourage children with SEND to participate fully in their school and community and be involved in the target setting process (making own decisions about their education).
- Ensure that all children are given the opportunities to feel valued and to share in the recognition of their achievements.
- Make early identification of SEND and address them appropriately.
- Encourage respect for all children regardless of aptitude and ability.
- Involve children, young people and their parents in decision -making, communicating with them so that they can participate as fully as possible.
- Ensure parents are kept informed of and involved in the target setting, monitoring and review of their child's progress. This includes support in terms of understanding SEND procedures and support available and seeking parental views.
- Work with outside agencies where necessary to ensure needs that cannot be met by the school alone are addressed.
- Focus on outcomes that ensure successful preparation for adulthood.

## 5. Definition of Special Educational Needs

Definition of Special Educational Needs (SEN) taken from section 20 of Children and Families Act 2014; '*A child or young person has SEN if they have a learning difficulty or disability which calls for special educational pro vision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:*

*Have a significantly greater difficulty in learning than the majority of others of the same age; or*

*b) Have a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*'

A child under compulsory school age has educational needs or disability if they fall within the definition at a) or b) above or would do so if special educational provision was not made for them.

The definition also includes children and young people who have SEN and a disability under the Equality Act 2010. The Equality Act defines the definition of disability: 'physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day activities.'

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.

## 6. Equality Duty

The SEN and Disability Code of Practice: 0 to 25 years (January 2015) emphasises the requirements of the Equality Act 2010 which places a duty to promote equality on all public bodies, including Academies.

These duties combine to ensure access to education and the inclusion of disabled pupils/students in every area of Academy life. The disability discrimination duties provide protection from discrimination, the planning duties provide for improvements in access, and the SEND framework provides auxiliary aids and services.

Provision and planning for improved access, is published in the Academy's Accessibility Plan which can be accessed via the academy website.

## 7. Arrangements for Coordinating SEND Provision

Our SENDCo will hold details of all information, including provision and targets for pupils/students identified with SEND.

The following information is easily accessible to all staff:

- A copy of Aston Academy SEND policy and register.
- Guidance on the identification of special educational needs.
- Practical advice and teaching strategies for types of special educational needs.
- Information and strategies for individual pupils/students.
- Aston Academy's SEND information report.
- Information available through the SEND Local Offer.

This information is made accessible to all staff in order to aid the effective coordination of the school's SEND provision.

## 8. Identification of Pupils/Students with SEND

The SEN Code of Practice (2015) outlines four broad categories of SEND need: Communication and Interaction; Cognition and Learning; Social, Emotional and Mental Health and Sensory and/or Physical.

We aim to identify difficulties as early as possible in order to make effective provision to improve the long -term outcomes for pupils/students. To ensure all needs are identified efficiently all staff are given the responsibility for monitoring pupils/students and reporting any difficulties without delay to the academy SENDCo. Once a pupil/student has been identified, the SENDCo will investigate further. Parent and pupil/student voice will be gained. If parents agree, multi -agency information may be obtained. If a pupil/student is considered to have special educational needs, parents will be informed and a graduated response of support put in place.

The SEN Code of Practice (2015) states that '*high quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need education 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.*'

To meet the needs of pupils/students identified as SEND the academy adopts a graduated approach in accordance with the SEN Code of Practice (2015). Every effort will be made to educate pupils/students with SEND alongside their peers in a mainstream classroom setting. Where a child's

needs make this difficult, the SENDCo will work closely with parents and other professionals for other flexible arrangements to be made.

## 9. Our Graduated Response

1. Step 1 will involve the class teacher taking steps to differentiate learning opportunities to aid the pupils/student's progression. Classroom teachers remain responsible and accountable for the progress of pupils/students with SEN. High quality differentiated teaching, supported by the SENDCo where necessary, is the first step to responding to the needs of pupils/students with SEND. This is Quality First Teaching.

2. The pupil/student will be closely monitored by the class teacher to assess their rate of progress and level of understanding.

3. If progress remains below expected levels, further discussions between the class teacher and SENDCo will determine whether further intervention is required.

4. The Graduated Response will be followed through a timely: Assess, Plan, Do, Review cycle.

### **SEND SUPPORT AT** Aston Academy

5. If necessary, the pupil/student will be placed on the SEND register where they will also be monitored by the SENDCo. Additional support will be put in place, in conjunction with class teachers. This may be in the form of in class support, targeted teaching strategies, specific interventions, or withdrawal sessions to close learning gaps. At this stage, parents will be informed and encouraged to share information and knowledge with the academy.

6. Review meetings will take place with parents to monitor and assess the progress being made by the pupil/student. pupil/student voice will be gained, and the frequency of these meetings is dependent on the individual child's needs. The academy continues to adopt an assess, plan, do, review approach – this is an ongoing cycle to enable the level of support to be refined and revised as required.

## 10. Evaluating the Impact of Provision

Children identified as having SEND will be placed on a register. A profile of need will be created with strategies and information. All pupils/students on the SEND register will be closely monitored by the SENDCo, and parents will be kept informed regularly. Any out of class interventions will be closely monitored by the SENDCo. All other interventions will be monitored by the class teacher and the SENDCo will be kept informed of progress.

Students and parents are encouraged to be involved with every aspect of the support process and their views and considerations will be considered. In line with the SEN Code of Practice (2015) parents will have the opportunity to meet with teachers and/or the SENDCo at least termly. Additional contact can be arranged whenever necessary.

As part of evaluating the provision and part of the assess, plan, do, review process, analysis of progress will take place, and this will inform any adjustments and levels of support. In addition, information from outside agencies may also inform support.

## 11. Referral for an Education, Health and Care Plan (EHCP)

If a child has lifelong or significant difficulties, they may undergo a Statutory Assessment Process (EHCP application) which can be initiated by the school or parents. This will occur where the complexity of need is such that a multi-agency approach to assessing and planning for the child is required. The application for an Education Health and Care Plan (EHCP) will combine information from a variety of sources including Multi -Agencies.

The application for an Education, Health and Care Plan will combine information from a variety of sources: parents, teachers, SENDCo, social care and education and/or health professionals. If a pupil/student is eligible for an EHCP, clear outcomes will be outlined in the plan and effective provision to meet these will be put in place. The outcomes will be reviewed at least annually with pupils/students and their parents/carers in line with the academy annual review cycle.

## 12. Exams Access Arrangements (EAA)

If we suspect that a pupil/student has a need, which is impacting on their ability to complete exams at the same speed as their peers or in line with predictions and expectations, we will refer to a specialist assessor to see if they qualify for EAA. The SENDCo has a responsibility to ensure that all Joint Council of Qualifications (JCQ) regulations are met in full. This means that those that are entitled to support in examinations must receive it in all assessments. It must be their 'normal way of working.' It is also the SENDCos responsibility.

To ensure that teaching staff are evidencing this need in regular class work and assessments, teaching staff have received training on how to evidence this work. The SENDCo will work with Heads of Faculty/teachers to monitor and facilitate this. All documentation will be stored securely.

## 13. Working in Partnership with Parents

Aston Academy believes that a close working relationship with parents is vital in order to ensure:

- Early and accurate identification of SEND – leading to the correct intervention and provision.
- Continuing social and academic progress of children with SEND.
- Personal and academic targets are set and met effectively.

## 14. Admission Arrangements

The admission arrangements for all pupils/students are in accordance with national legislation including the Equality Act 2010. This includes children with any level of SEND, those with Education, Health and Care Plans and those without.

No child will be refused admission solely on the grounds that he or she has SEND or a Disability. However, where he or of other se subject of a "*Statement of Special Educational Need*" or an "*Education, Health and Care Plan*" and it is proposed that the Academy is named in that Statement or EHC Title: SEN and Disability Policy Page 11 of 12 Plan, Aston Academy may, where relevant make representations to the local authority that placement at the Academy is incompatible with the efficient education of others, or the efficient use of resources, and no reasonable steps may be made to secure compatibility.

Students with SEND will be given extra transition visits prior to joining, where appropriate. Parents are welcomed to visit and discuss any individual needs and concerns in detail. All information from Primary school will be passed to the academies' SENDCo in good time so that arrangements are put in place –this information will be shared with teaching staff at the beginning of the school year.

## 15. Transition

Students who are identified by their previous school/primary schools as having special educational needs will be invited to an additional visit by the SENDCo, where appropriate. This visit will be in a much smaller group with a member of the Inclusion team. Pupils/students with complex needs may be offered a bespoke transition package. Where a bespoke transition is required, the SENDCo will work closely with parents and the previous setting/primary school to ensure that the pupils/student's needs are met.

## 16. Training

We aim to keep all teaching and operational support staff up to date with relevant training and developments in relation to the needs of pupils/students with SEND. To meet the needs of staff, we have SEND information which is updated annually and training sessions focused on meeting the needs of pupils/students with SEND. Further training sessions as required. All teachers are required to outline how they will meet the needs of each pupil/student with SEND in their classes and this will be overseen by senior and middle leaders supported by the SENDCo.

## 17. Links to Support Services/Other Agencies

The Academy invites and seeks advice and support from external agencies in the identification and assessment of, and provision for SEN. The SENDCo is the designated person responsible for liaising with the following:

- The Local authority SEND support team
- The Education Psychology Service
- Specialist and Families Specialist Services
- Specialist Inclusion Tem (SIT)
- Speech and Language Service
- Language and Learning Support Service
- Specialist Outreach Services
- Visual Impairment Support Services
- Hearing Impairment Support Services
- Paediatricians/Health Professionals

## 18. SEND Local Offer

The SEND Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families that have an Education, Health and Care Plan and those who do not have a plan but still experience some form of special educational need. The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

Rotherham Borough Council - https://www.rotherhamsendlocaloffer.org.uk/

## 19. Links with other Schools

Aston Academy is a member of Aston Community Education Trust (ACET). This enables the academies to build a bank of joint resources and to share advice, training and expertise.

## 20. Complaints Procedure

If a parent has any concerns or complaints regarding the care or welfare of their child, an appointment can be made to meet with the school's SENDCo. Please also see the Complaints policy available on the academy website.