



## SEND Policy

<b>DISTRIBUTION</b>	This is a Trust-wide policy and applies to the Trust.		
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**2023 changes in red – SEN changed to SEND, SENCO changed to SENDCO for consistency throughout the policy.**



# CONTENTS

Statement of Intent.....	3
1. Legal framework .....	4
2. Identifying SEND.....	6
3. Definitions .....	7
4. Objectives.....	8
5. Roles and responsibilities .....	9
6. Children with specific circumstances .....	13
7. Admissions .....	14
8. Involving pupils and parents in decision-making .....	15
9. EHC plans .....	16
10. Reviewing the EHC plan .....	18
11. Funding .....	19
12. Local Offer .....	20
13. Graduated approach .....	21
14. Training .....	22
15. Promoting mental health and wellbeing .....	23
16. Safeguarding .....	24
17. Transferring between different phases or providers of education .....	25
18. SEND complaints .....	26
19. Supporting successful preparation for adulthood .....	27
20. Data and record keeping.....	28
21. Confidentiality .....	29
22. Monitoring and review .....	30

## STATEMENT OF INTENT

The Fallibroome Trust values all pupils and celebrates diversity of experience, interest and achievement. All pupils need to experience praise, recognition and success, and pupils with SEND have equal entitlement to this.

The Trust believes that meeting every pupil's needs is a shared responsibility and we are committed to offering an inclusive curriculum to ensure the best possible progress for all our pupils whatever their needs or abilities.

We recognise that

- each pupil is an individual with their own particular educational needs
- all pupils have a right to a broad, balanced and ambitious curriculum, adapted to reflect their needs and with regard to continuity and progression
- All teachers are teachers of pupils with special educational needs or disability. SEND is therefore a school responsibility that requires a whole school approach
- Learning experiences should encourage self-motivation and independence and focus on positive achievement
- The nature of a pupil's SEND might be long or short term and in one or more areas
- Our effective partnership with parents/carers is key to ensuring appropriate and effective SEND provision

Each school will work with the Trust and where appropriate the LA, within the following principles, which underpin this policy:

- Building partnerships between home and school, ensuring pupils and their parent/carers are treated with respect, have their views taken into account and are fully involved in decisions that affect pupils' education
- The identification as early and accurately as possible of children and young people's needs, making appropriate provision in accordance with the SEND Code of Practice
- Collaboration between education, health and social care services to meet pupils' needs effectively
- Regular assessment and monitoring pupils' progress to allow the relevant support and high quality provision to be made

# 1. LEGAL FRAMEWORK

1. 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
2. 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 (2022) 'Keeping children safe in education'
  - DfE (2018) 'Working together to safeguard children'
  - DfE (2018) 'Mental health and wellbeing provision in schools'
  - DfE (2021) 'School admissions code'
3. This policy operates in conjunction with the following school policies:
  - Admissions Policy
  - Data Protection Policy
  - Supporting Pupils with Additional Health Needs Policy
  - Child Protection and Safeguarding Policy
  - Exclusion Policy
  - Behaviour Policy

- Complaints Procedures Policy
- Accessibility Plan

## 2. IDENTIFYING SEND

1. Our Trust schools have a clear approach to identifying and responding to SEND. We recognise that early identification and effective provision improves long-term outcomes for the pupils.
2. With the support of the SLT, classroom teachers will conduct regular progress assessments for all pupils, with the aim of identifying pupils who are making less than expected progress.
3. Progress will be characterised using the following stipulations:
  - Progress is significantly slower than the class average, from the same baseline
  - Progress does not match or better the pupil's previous rate of progress
  - Progress fails to close the attainment gap within the class
  - The attainment gap is widened by the plateauing of progress
  - Observations of social, emotional, behavioural or physical difficulties

## 3. DEFINITIONS

1. 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 or mainstream post-16 institutions.
2. 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.

**Our SEND Provision is intended to give support across the following areas:**

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and physical needs

## 4. OBJECTIVES

1. The Trust schools aim 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.
  - To ensure that children with SEND make the best possible progress.
  - To provide quality support, training and advice for all staff working with pupils with SEND.



## 5. ROLES AND RESPONSIBILITIES

1. The Trustees will be responsible for:
  - Ensuring effective identification, assessment and provision for all pupils with SEND, whether or not they have an EHC plan.
  - Working with Trust SLT to ensure each school has an appropriate member of staff to be the SENDCO and takes responsibility for coordinating provision for pupils with SEND.
  - Working with Trust SLT to ensure each school has a designated teacher for Looked After Children, where appropriate.
  - Ensuring that Academies make reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
  - Ensuring that arrangements are in place for the admission of pupils with SEND and the facilities provided to enable access to the school for pupils with disabilities.
  - Working with Trust SLT to oversee schools' accessibility plans, understanding how the Trust intends to progressively improve access over time.
  - Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and pupils.
  - Ensuring arrangements are in place to support pupils at school with medical conditions.
  - Ensuring each school is cooperating with the LA in drawing up and reviewing the Local Offer.
  - Agreeing an individual Trustee to oversee the Trust's arrangements for SEND.
  - Ensuring each school is preparing the SEND information report and publishing it on the website.
2. The Local Governing Board will be responsible for:
  - Receiving the Trust SEND policy and considering its implication for the school alongside the school leaders.
  - Understanding SEND cohort within school at any given time (how many pupils are First Concern, School Support, on EHCP), any significant predominance in need in school and actions school are taking to meet current needs.
  - Ensuring that each school's Child Protection and Safeguarding Policy addresses additional safeguarding challenges that children with SEND may face.
  - Monitoring that pupils with disabilities are not discriminated against, harassed or victimised, e.g. in line with an Equal Opportunities Policy.
  - Monitoring the Trust's policies and procedures, to review their impact on pupils with SEND, including on their mental health and wellbeing.
  - Ensuring publication of annual information on each school's website 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.

- Ensuring suitable provision is made for full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their EHC plan.
  - Ensuring there is effective communication with pupils with SEND and their parents.
3. The headteacher will be responsible for:
- Ensuring that those who are teaching or working with pupils with SEND are aware of their needs and have arrangements in place to meet them.
  - Ensuring that teachers monitor and review pupils' progress during the academic year.
  - Cooperating with the LA during annual EHC plan reviews.
  - 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.
  - Assisting the Trust SLT in appointing a designated teacher for CFC (CARED FOR CHILD), who will work closely with the SENDCO to ensure that the needs of the pupils are fully understood by relevant school staff.
  - 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.
  - Ensuring that teachers understand the strategies to identify and support vulnerable pupils.
  - Ensuring teachers have an established understanding of different types of SEND.
  - Ensuring that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against pupils with SEND.
  - Ensuring that pupils with SEND and their parents are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
  - Establishing and maintaining a culture of high expectations and including pupils with SEND in all opportunities available to other pupils.
  - Consulting health and social care professionals, pupils and parents to ensure the needs of children with medical conditions are effectively supported.
  - Keeping parents and relevant teachers up-to-date with any changes or concerns involving a pupil.
  - Identifying any patterns in the identification of SEND within the school and comparing these with national data.
  - Reporting to the Trustee board when requested on the impact of SEND policies and procedures, including on pupils' mental health and wellbeing.
  - Ensuring that the SENDCO is provided with training, with an emphasis on mental health, ideally on an annual basis.
4. The SENDCO will have the relevant experience/qualifications and will be responsible for:
- Collaborating with the Local Governing Board and headteacher, as part of the SLT, to determine the strategic development of the SEND policy and provision in the school.

- Working with the relevant Trust SLT, Trustees and the headteacher to ensure that the school meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND policy.
- Coordinating the specific provision made to support individual pupils with SEND, including those with EHC plans.
- Liaising with the relevant, designated teacher where a CFC (CARED FOR CHILD) has SEND.
- Advising on a graduated approach to providing SEND support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with the parents of pupils with SEND.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
- Being a key point of contact for external agencies, especially the LA and LA support services.
- Liaising with the potential future providers of education to ensure that pupils and their parents are informed about the options, and a smooth transition is planned.
- Providing professional guidance to colleagues and working closely with staff members, parents and other agencies, including SEND charities.
- Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
- Ensuring, as far as possible, that pupils with SEND take part in activities run by the school, together with those who do not have SEND.
- Ensuring that the school keeps the records of all pupils with SEND up-to-date, in line with the school's Data Protection Policy.
- Informing the parents of pupils with SEND, who do not have an EHC plan, that SEND provision is being made.
- In collaboration with the headteacher, identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.
- Providing training to relevant class teachers.
- Supporting teachers in the further assessment of a pupil's particular strengths and weaknesses, and advising on effective implementation of support.

**The DSL will be responsible for:**

- Liaising with the headteacher to inform them of any issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations regarding pupils with SEND.
- Liaising with the relevant staff on matters of safety, safeguarding and welfare, including online and digital safety regarding pupils with SEND.
- Liaising with the SENDCO where appropriate regarding safeguarding concerns for a pupil with SEND.
- Promoting supportive engagement with parents and/or carers in safeguarding and promote the welfare of pupils with SEND, including where families may be facing challenging circumstances.
- Working with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that pupils with SEND are experiencing or have experienced, and identifying the impact that these issues might be having on pupil's attendance, engagement and achievements.
- Recognising the additional risks that pupils with SEND face online, e.g., from online bullying, grooming and radicalisation, and ensuring they have the capability to support pupils with SEND to stay safe online.

**Classroom teachers will be responsible for:**

- Planning and reviewing support for pupils with SEND on a graduated basis, in collaboration with parents, the SENDCO and, where appropriate, the pupils themselves.
- Setting high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving.
- Ensuring every pupil with SEND is able to study the full national curriculum.
- Being accountable for the progress and development of the pupils in their class.
- Being aware of the needs, outcomes sought, and support provided to any pupils with SEND they are working with.
- Understanding and implementing strategies to identify and support vulnerable pupils with the support of the SENDCO.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern.

## 6. CHILDREN WITH SPECIFIC CIRCUMSTANCES

### CFC (CARED FOR CHILD)

1. 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.
2. Each school has a designated member of staff for coordinating the support for CFC (CARED FOR CHILD).
3. Where that role is carried out by a person other than the SENDCO, designated teachers should work closely with the SENDCO to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school staff.

### EAL

4. The Trust gives particular care to the identification and assessment of the SEND of pupils whose first language is not English.
5. It is necessary to consider the pupil within the context of their home, culture and community.
6. 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.
7. The Trust 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.
8. 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

1. The Trust will ensure it meets its duties set under the 'School Admissions Code' by:
  - Not refusing admission for a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for SEND.
  - Admitting 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 does not have an EHC plan.
  - Not discriminating against or disadvantaging applicants with SEND.
  - Ensuring policies relating to school uniform and trips do not discourage parents of pupils with SEND from applying for a place.
  - Adopting fair practices and arrangements in accordance with the 'School Admissions Code' for the admission of children without an EHC plan.
  - Ensuring the school's oversubscription arrangements will not disadvantage children with SEND.

## 8. INVOLVING PUPILS AND PARENTS IN DECISION-MAKING

1. Parents of pupils with SEND are encouraged to share their knowledge of their child; the headteacher and SENDCO will aim to give them the confidence that their views and contributions are valued and will be acted upon.
2. Parents will always be formally notified when the school provides their child with SEND support.
3. Decisions on whether the school will commission added provisions will be discussed thoroughly with the LA, parents and, when appropriate, the pupil involved.
4. Decisions about education will not unnecessarily disrupt a pupil's education or any health treatment underway.
5. 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, where possible.
  - Bring together relevant professionals to discuss and agree together the overall approach.
6. The class teacher, supported by the SENDCO if appropriate, will liaise 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. EHC PLANS

For a small minority of pupils, the provision provided through SEN support will not be sufficiently effective to enable the pupil to progress satisfactorily. It will then be necessary for the school, parents and any external agencies already involved to consider whether a statutory multi-disciplinary assessment may be appropriate. This is known as an Education, Health and Care (EHC) needs assessment. The purpose of this is to enable the local authority to decide whether it is necessary to make provision in accordance with an Education, Health and Care (EHC) plan.

1. The school will fully cooperate with the LA when research about the pupil is being conducted.
2. The school will provide the LA with any information or evidence needed.
3. All relevant teachers will be involved in contributing information to the LA.
4. If the school decides to implement an EHC plan, the parents and the pupil will be informed, including the reasons for this decision.
5. 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.
6. 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.
7. 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.
8. 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.
9. The school will specify the outcomes sought for a pupil in terms of specific, measurable, achievable, realistic and time scaled (SMART) outcomes.
10. The LA 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.
11. If a pupil's needs significantly change, the school will request a re-assessment of an EHC plan. Following the re-assessment, a final EHC plan will be issued within 14 weeks from the request being made.
12. The school will ensure that any EHC plan information is kept confidential and on a need-to-know basis.
13. 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, **with permission from parents.**
14. The school will take steps to ensure that pupils and parents are actively supported in developing and reviewing EHC plans.
15. Where necessary, the school will provide support from an advocate to ensure the pupil's views are heard and acknowledged.



16. The school will ensure that parents are consistently kept involved throughout the implementation of an EHC plan through the annual process and regular liaison between the school and local authority.
17. The local authority will strive to 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.

## 10. REVIEWING THE EHC PLAN

1. The school 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 regard to the EHC plan.

## 11. FUNDING

1. Each 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.
2. 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.

## 12. LOCAL OFFER

1. In developing and reviewing the Local Offer, the school will adopt the following approach:
  - Collaborative: Each school will work with colleagues in the Trust, 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.

## 13. GRADUATED APPROACH

1. 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.
  - Reviewing the effectiveness of the interventions, and making any necessary revisions.

## 14. TRAINING

1. Teachers are responsible and accountable for the progress and development of all the pupils in their class. Inclusive high quality teaching is our first step in responding to pupils who have SEND.
2. Staff members will keep up-to-date with any necessary training, which will be provided by the school as well as external agencies, where appropriate.
3. Training will cover all areas of need within the Code of Practice.
4. The training offered will be delivered to ensure equality, diversity, understanding and tolerance.

## 15. PROMOTING MENTAL HEALTH AND WELLBEING

1. The curriculum for PSHE will focus on promoting pupils' resilience, confidence and ability to learn.
2. Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.
3. Where appropriate, the school will aim to support parents in the management and development of their child.
4. 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.
5. For pupils with more complex needs, 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.
  - An IHP. All schools must comply with the statutory duty of caring for pupils with medical needs.
6. The school will also consider whether challenging behaviour is a manifestation of SEMH needs.
7. The school will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

## 16. SAFEGUARDING

1. The school recognises that evidence shows children with SEND are at a greater risk of abuse and maltreatment and will ensure that staff are aware that pupils with SEND:
  - Have the potential to be disproportionately impacted by behaviours such as bullying.
  - May face additional risks online, e.g. from online bullying, grooming and radicalisation.
  - Are at greater risk of abuse, including, but not limited to, peer-on-peer abuse, neglect and sexual violence or harassment.
2. The school recognises that there are additional barriers to recognising abuse and neglect in this group of pupils. These barriers include, though are not limited to:
  - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's condition without further exploration.
  - These pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils.
  - The potential for pupils with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
  - Communication barriers and difficulties in managing or reporting these challenges.
3. The headteacher will ensure that the school's Child Protection and Safeguarding Policy reflects the fact that these additional barriers can exist when identifying abuse. When using reasonable force in response to risks presented by incidents involving pupils with SEND, staff will have due regard for the procedures outlined in the school's Positive Handling Policy.
4. Care will be taken by all staff, particularly those who work closely with pupils with SEND, to notice any changes behaviour or mood, or any injuries, and these indicators will be investigated by the DSL in collaboration with the SENDCO or appropriate member of staff who the child will respond positively to.



## 17. TRANSFERRING BETWEEN DIFFERENT PHASES OR PROVIDERS OF EDUCATION

Key transfers for all pupils include those from early years provider to school and primary school to secondary school. Sometimes children move school through in-year transfers. In all cases:

1. The school will transfer all relevant information about pupils to any educational institution that they are transferring to.
2. Each school will be proactive in requesting / receiving full details of the SEND needs of pupils on transfer.
3. For children on ECH plans, 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.
4. The review and amendments of EHC plans for pupils up to and including Year 12 will be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools. The review and amendments of EHC plans for pupils in Year 13 will be completed in accordance with dates provided by the local education authority.
5. 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.
6. 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. On transfer the school will provide full details of any SEND provisions necessary.

## 18. SEND COMPLAINTS

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

Any issues relating to statutory SEN assessments should be pursued with the relevant Local Authority and not via the Trust's Complaints procedures.

2. In all other cases, the Trust's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.
3. 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 headteacher will make the relevant parties aware of the disagreement resolution service.

## 19. SUPPORTING SUCCESSFUL PREPARATION FOR ADULTHOOD

The school will ensure that pupils are supported to make a smooth transition to their next steps beyond school into further education and / or work opportunities.

## 20. DATA AND RECORD KEEPING

1. 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.
2. Each school keeps data on the levels and types of need within the school and makes this available to the trust and LA on request.
3. The SEND information report will be prepared by each school 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'.

## 21. CONFIDENTIALITY

The school will not disclose any SEN information, including an 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 the headteacher (or equivalent position) of the institution at which the pupil is intending to start their next phase of education.

## 22. MONITORING AND REVIEW

1. The policy is reviewed on an annual basis by the Trust SLT in conjunction with the Trustees; any changes made to this policy will be communicated to all schools.
2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.