



Secondary SEND Policy

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1. Introduction

- 1.1. At the West Norfolk Academies Trust we believe that every pupil is an individual with unique needs who should all have the same opportunities as their peers. We also believe that every teacher is a teacher of every child or young person including those with special educational needs and disabilities.
- 1.2. A pupil has special educational needs or disability (SEND) if they have a learning difficulty or disability that requires additional support, that is, different from or additional to pupils of the same age.
- 1.3. Whilst many factors contribute to the range of difficulties experienced by some pupils, the Trust believes that much can be done to overcome them by parents and carers, staff and pupils working together. This acknowledges:
 - The views, wishes and feelings of the pupil, and the pupil's parents,
 - the importance of the pupil, and the pupil's parents, participating as fully as possible in decisions, and being provided with the information and support necessary to enable participation in those decisions, and
 - the need to support the pupil, and the pupil's parents, in order to facilitate the pupil's development and to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.
- 1.4. The purpose of this policy is to:
 - Ensure the early identification, assessment, graduated provision and ongoing support for all pupils requiring SEND provision.
 - Ensure that all pupils have the right to achieve their maximum academic and social potential.
 - Ensure that parents and carers of pupils with SEND are kept fully informed of their child's progress and attainment.
 - Ensure that pupils with SEND are involved, where practicable, in decisions affecting their future SEND provision.
 - Ensure that all staff are made aware of the Academy's duties in respect of pupils with SEND, with particular roles and responsibilities identified in meeting the needs of individual pupils.
 - Provide support, advice and development for all staff supporting pupils with special educational needs.
 - Ensure that the SENDCo takes a lead in monitoring the quality of provision, supporting whole school improvement in high quality learning and flexible provision. This will include working with Subject Leads to promote the ethos 'Every Leader a Leader of SEND'.
 - Ensure that resources are allocated according to need.
 - Liaise with pastoral leaders in monitoring and identifying vulnerabilities for pupils with SEND, especially as victims of bullying and peer abuse.
 - Ensure the same high expectations for the good attendance of all pupils with SEND as for their peers.

2. Policy Scope

- 2.1. This policy applies to all schools in the Trust.
- 2.2. It is the responsibility of all individuals in the Trust to familiarise themselves with this policy and comply with its provisions.

3. Legal and Regulatory Framework

3.1. This Policy takes its legal framework from the following statutory guidance:

- The Equality Act 2010
- The SEND Code of Practice 2014 updated April 2020
- Supporting pupils with medical conditions at school 2017
- Education for children with health needs who cannot attend school 2013
- Keeping Children Safe in Education 2023
- Working Together to Safeguard Children 2023
- Working together to improve school attendance 2022
- HM Government Special Educational Needs and Disabilities and Alternative Provision Improvement Plan 2023
- HM Government: The national strategy for autistic children, young people and adults 2021 – 2026

4. Definitions

4.1. SEND: A pupil has special educational needs if they have a learning difficulty, or disability that requires additional support, that is, different from or additional to pupils of the same age. A pupil has learning difficulties if they:

- Have a significantly greater difficulty in learning than the majority of pupils of the same age.
- Have a disability, which prevents or hinders the pupil from making use of educational facilities of a kind generally provided for pupils of the same age.
- Is under compulsory school age and falls within the definition in the first two bullet points or would do so if special educational provision was not made for the pupil.

4.2. Many children and young people who have SEND may have a disability under the Equality Act 2010 that is:

‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’.

This definition includes Sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEND, but there is a significant overlap between disabled children and young people and those with SEND. Where a disabled child or young person requires special educational provision, they will also be covered by the SEND definition.

- 4.3. The SEND Code of Practice 2020 identifies four broad areas of need:
- Communication and interaction: This includes children who have speech and language difficulties and those identified as having an Autistic Spectrum Condition (ASC).
 - Cognition and learning: This includes moderate and severe learning difficulties, when a child or young person learns at a slower pace than their peers in all areas of the curriculum. It also includes specific learning difficulties (SpLD) which may affect a more specific skill or area of the curriculum such as Dyslexia, Dyscalculia or Dyspraxia.
 - Social, emotional and mental health difficulties (SEMH): This can manifest themselves in many different ways, for example, a child or young person may become withdrawn, or they may display very challenging and disruptive behaviour.
 - Sensory and/or physical needs: This includes, among other things: Visual Impairment (VI); Hearing Impairment (HI) or a Multi-Sensory Impairment (MSI).
- 4.4. Education and Health Care plan (EHCP) outlines any special education needs a pupil has, and the provision a local authority must put in place to help them. These were introduced in 2014 and gradually replaced Statements of SEND. Most children and young people should have transitioned from a statement to an EHCP.
- 4.5. Reasonable adjustments: The duty to make reasonable adjustments for pupils with SEND is anticipatory. It requires thought in advance to what disabled children and young people might require and what adjustments might need to be made to prevent disadvantage and include the provision of auxiliary aids and services.
- 4.6. The Local Offer: the directory published by the local authority which includes the education, health and social care services provided for children, young people and families who have SEND or disabilities accessible to pupils at the academy.
- 4.7. Pupils will not be regarded as having learning difficulties solely because their language, or form of home language, is different from that in which they are taught.

5. Identification of Need

- 5.1. As a Trust we identify the needs of pupils by considering the needs of the whole child or young person, which not only includes the special educational needs of the pupil but also other defining factors. These include all those that could affect progress and attainment, such as attendance and punctuality; physical and mental health and welfare; being a looked after child.
- 5.2. We recognise that pupils have different educational, physical and behavioural needs, that they acquire, assimilate and communicate in different ways and at different rates and they need a range of teaching approaches and experiences.
- 5.3. Schools should use a graduated approach when supporting pupils who have been identified as having a special educational need. We recognise that

additional intervention and support cannot compensate for a lack of good quality first teaching.

- 5.4. The SEND Code of Practice sets out a two-stage approach when a pupil has been identified as requiring SEND support and included on the SEND record.
- SEND Support: This stage is identified by the code K. Pupils whose needs are not easily met through normal classroom differentiation will undergo in-house assessment to draw up a support plan supported by the SENDCo.
 - Education Health and Care Plan: This stage is identified by the code E, as where the local authority takes the lead in assessing pupils and providing/reviewing EHCPs.
 - The use of a 'Watch List' on Provision Mapping (code W) is an informal, internal monitoring strategy that enables staff to communicate concerns about progress. It may be used as a pre-emptor for a pupil being considered for the SEN Register. Also, the W code can be used if a pupil has a diagnosis but has no need for additional support beyond Tier 1.

5.5 Identification of Needs Descriptors in Educational Settings (INDES)

The INDES is used and shared with the local authority to identify clear areas of need and the level of difficulty for the student. The INDES will also be used to access funding for those at mid-scale and above.

Funding is used to commission outside agency resources, advice and support the student at school. The learning plans and INDES summary will be shared with the local authority via the portal and stored on the pupil profile on Provision Mapping.

Other documents will be shared with the local authority when appropriate e.g. – costed provision maps, nutshell capture sheet [INDES guide](#)

6. A Graduated Approach to SEND Support

Our response to supporting students is graduated and adapted dependant on need.

6.1 Tier 1

Every teacher is a teacher of SEND. High quality teaching is required for all pupils within a supportive and inclusive classroom environment. Using direct teaching, oracy, visual aids and prompts like knowledge organisers, working walls, feedback through live marking and gap analysis are embedded. Self-evaluation of provision for all pupils will include analysis for SEND.

The format used is the IPSEF [IPSEF guide](#)

6.2 Tier 2

Tier 2 considers the needs of those with SEND as a priority; a learning plan with small steps targeted outcomes will be written which follow the assess, plan, do and review cycle. Training is regularly delivered to teaching staff, which includes Teaching assistants (TAs), Learning Support Assistants (LSAs), Achievement and Progress Support Assistant (APSAs), based on evidence-based research with particular reference to these principles.

1. **Adaptions and Scaffolds**
 - use of adaptions (visual, verbal, and written) that support pupils to access the learning
 - use of adaptions in a way that reduces pupils 'reliance on adult support over time
 - providing adaptions in a non-stigmatising way (provide them for a small group/ pair, rather than only for 1 pupil
2. **Explicit Instruction**
 - using clear and succinct language when explaining things to pupils check their understanding frequently
 - using dual coding (i.e. diagrams, images or tables on a mini-whiteboard) to aid students' understanding of new content
 - modelling how to complete a task before expecting pupils to work independently
3. **Cognitive and Metacognitive Strategies**
 - supporting pupils to recall previously learned content, before they move on to new content
 - helping pupils to organise their thinking by 'chunking' the content into smaller steps
 - asking metacognitive questions that support pupils to plan, monitor and evaluate their own learning
4. **Flexible Grouping**
 - working with several different pupils, forming temporary groups when several pupils have the same current difficulty
 - promoting peer tutoring, facilitating pupils learning from one another
5. **Use of Technology**
 - utilising technology as part of the delivery of interventions that support pupils.
 - using technology to record their learning, i.e. through speech-to-text software.

6.4 Tier 3

If the student with SEND needs is still failing to make adequate progress, a more in-depth assessment may take place. The INDES will be reviewed against the highest levels and shared again with the local authority to consider enhanced provision. People involved in this process may include parents, school members, doctors, specialist teachers, educational psychologists & social services.

If the student needs an individualised programme of support then the school or parents may apply for an Education, Health and Care Plan (EHCP). Students will receive individualised support whether or not they receive an EHCP. When students transition from Primary school, Y9 and Y11 with an ECHP, new INDES will also need to be completed and shared with the local authority to evidence the arrival of the student on the school roll.

6.5 Progress for All Students

We expect all students with SEND to make progress in line with all students and in line with their cognitive ability. Progress can be identified as that which:

- Ensures access to the full curriculum

- Books evidence good presentation, quality feedback such as live marking and improvements
- Demonstrates an improvement in self-help, social or personal skills.
- Demonstrates improvements in the student's behaviour.

Measurable targets from learning plans are achieved and support students in reaching milestones.

7. The 'Assess, Plan, Do, Review' Approach.

7.1. **Assess:** A class/subject teacher, working with the SENDCo will carry out a clear analysis of the pupil's needs, using a variety of evidence including, the teacher's assessment and experience of the pupil and their progress and attainment. Where appropriate, the SENDCo may run diagnostic tests and gather information from parents /carers.

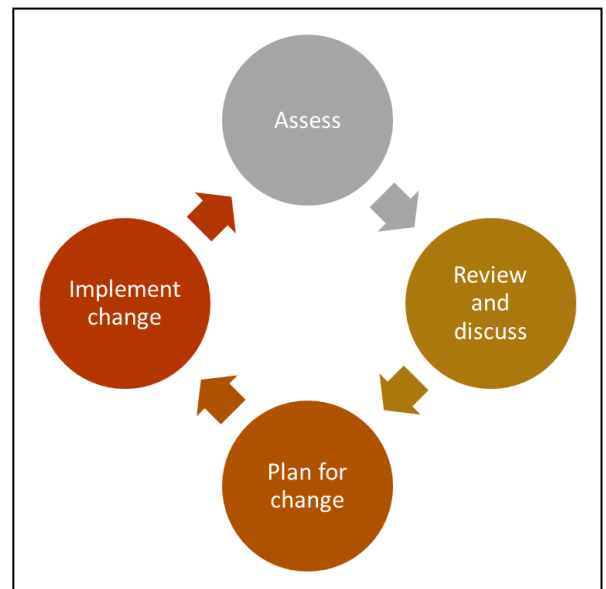
7.2. **Plan:** Where it is decided to provide a pupil with SEND Support, the parents will be notified. The SENDCO will agree in consultation with the parent and the pupil the interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review.

7.3. **Do:** The class/subject teacher should remain responsible for working with the pupil on a usual basis. They will ensure that the curriculum is properly sequenced in reducing barriers experienced by pupils with SEND.

7.4. Teaching assistants (TAs), Learning Support Assistants (LSAs), Achievement and Progress Support Assistant (APSAs) who offer additional support and intervention for pupils with SEND will be trained to do so. They will aim to promote pupils' independence by using appropriate learning scaffolds and adjustments. The SENDCO will ensure that any specialist provision still enables pupils with SEND to access the curriculum and that it contains the same level of ambition as that of their peers.

7.5. **Review:** Where a pupil is receiving SEND support, schools should talk to parents regularly to set clear outcomes and review progress towards them, discuss the activities and support that will help achieve them, and identify the responsibilities of the parent, the pupil and the school. Schools should meet parents at least three times each year.

- The effectiveness of the support and interventions and their impact on the pupil's progress should be reviewed in line with the agreed date. The impact and quality of support and interventions should be evaluated, along with both parental and pupil views. Parents should have clear information about the impact of the support and interventions provided, enabling them to be involved in planning the next steps.



- Where pupils do not make adequate progress, despite additional provision at SEND support, the academy will seek advice and involvement from external support services, including specialist teachers and assessors.
- If deemed appropriate, after relevant evidence has been collected, the academy and/or parents may decide to request that the Local Authority undertake a statutory assessment. This may lead to a pupil being provided with an Education, Health and Care Plan.
- The SENDCo is responsible for providing support, monitoring and ensuring that pupils with Education, Health and Care Plans receive a specified amount of support. The SENDCo will take a lead on strategic decisions regarding target setting, monitoring and reviewing outcomes for all pupils, in conjunction with members of the Senior leadership team and accounting for other academy assessment routines.
- The SENDCo will keep a record of all pupils receiving support that is different from or in addition to the provision available for all pupils for special educational needs. The details of the support and any interventions will be mapped and the impact monitored by the SENDCo in collaboration with staff providing the support. Where a pupil benefits from the support such that they no longer require additional or different provision, they will not appear on the register.
- Any changes to the support offered to individual pupils will be communicated to parents.

8. Working With Pupils And Families

- 8.1. The SENDCo will support parents in understanding the additional support and information available through the Local Offer.
- 8.2. Schools will meet parents at least three times each year and provide regular reports for parents on how their child is progressing.
- 8.3. These discussions strengthen the impact of SEND support by increasing parental engagement in the approaches and teaching strategies that are being used. They provide essential information on the impact of SEND support outside school and any changes in the pupil's needs.
- 8.4. These discussions will be led by a teacher with good knowledge and understanding of the pupil who is aware of their needs and attainment. This will usually be the class teacher or form tutor, supported by the SENDCo. The views of the pupil will be included in these discussions. A record of the outcomes, action and support agreed through the discussion should be kept and shared with all the appropriate school staff.
- 8.5. All schools in West Norfolk Academies Trust will provide detailed information of support available. This document, the SEND Information Report is published on the schools' websites.
- 8.6. SEND support includes the planning and preparation between phases of education and preparation for adult life. To support transition, the academy will share the relevant information with the school, college or other setting that the child or young person is moving to. Parents will be informed of the information that is passed between the organisations.

9. Admissions

- 9.1. The admissions criteria should not discriminate against pupils with SEND. The admission of pupils with an Education, Health and Care Plan or a statement of Special Educational Needs, which names the school, falls outside the usual admissions process. Those pupils will be admitted in accordance with the provisions of the School's funding agreement.
- 9.2 The School Admissions Code of Practice requires children and young people with SEND to be treated fairly. Admissions authorities:
- must consider applications from parents of children who have SEND but do not have an EHCP based on the school's published admissions criteria as part of normal admissions procedures
 - must not refuse to admit a child who has SEND but does not have an EHCP because they do not feel able to cater for those needs
 - must not refuse to admit a child on the grounds that they do not have an EHCP

10. Access Arrangements

- 10.1. The West Norfolk Academies Trust follows national guidance about supporting children and young people with regard to access arrangements. This is overseen by the Senior Leadership Team within the schools and quality assured by Trust Leaders.
- 10.2. The SENDCo will take responsibility for ensuring that suitable access arrangements and reasonable adjustments are in place for pupils who may need adaptations to the usual procedures during examinations.

11. Supporting Pupils at School with Medical Conditions

- 11.1. Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. In this case, the Trust will comply with the duties under that Act.
- 11.2. Some of these pupils may also have special educational needs and may have a statement, or EHCP. Schools within West Norfolk Academies Trust will support the pupil's health and social care needs, as well as their special educational provision, linking the individual healthcare plan with the EHCP.
- 11.3. Where a pupil with a medical condition has SEND but does not have a statement or EHCP, their special educational needs will be included in their individual healthcare plan (IHP).
- 11.4. The West Norfolk Academies Trust recognises that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- 11.5. The West Norfolk Academies Trust will also be alert to the range of circumstances for pupils with physical and mental health needs. Headteachers will ensure each pupil receives a suitable education that meets their needs. For some pupils, this will involve reasonable adjustments for the pupil can attend the school with some support or where arrangements have been made for the pupil to be educated in a hospital by an on-site hospital school.

12. Supporting Pupils with Physical and Mental Health Needs Who Cannot Attend School

- 12.1. Some complex and/or long-term physical and mental health issues may be considered disabilities under equality legislation. The local authority is responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The local authority should be ready to assume this responsibly when a child has been unable to attend school for 15 days or more due to ill health.
- 12.2. West Norfolk Academies Trust will maintain links with the LA to support pupils who are unable to attend school long term because of ill health. Schools in West Norfolk Academies Trust will share information to ensure the provision offered to the pupil is as effective as possible in providing continuity and consistency, and that it accounts for any special educational needs.
- 12.3. When the pupil can return to school, schools in West Norfolk Academies Trust will work with the local authority to create a bespoke reintegration plan that will allow the pupil to adjust to school again. Some pupils will need gradual reintegration over a longer period. The reintegration plan should allow the pupil to address any gaps in learning that may have arisen during their Absence. They will also make any reasonable adjustments to assure the pupil's access.
- 12.4. Where a pupil's absence is planned, such as in the case of treatment or hospitalisation, the academy will work with the local authority, hospital school or other provider and contribute to the child's personal education plan.
- 12.5. Awarding bodies will make special arrangements for children with permanent or long- term disabilities or learning difficulties, and with temporary disabilities, illness and indispositions, when they are taking public examinations. They will submit applications for special arrangements to awarding bodies as early as possible, incorporating any advice and information from those providing education to the pupil out of school.
- 12.6. Schools in West Norfolk Academies Trust will only remove a pupil who is unable to attend school because of additional health needs where:
 - the pupil has been certified by an approved medical officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age, and;
 - neither the pupil nor their parent has indicated to the school the intention to continue to attend the school, after ceasing to be of compulsory school age.

13. Safeguarding

- 13.1 Children with SEND or certain physical or mental health conditions can face additional safeguarding challenges. Staff will be trained to take steps in removing the additional barriers that can exist when recognising abuse and neglect in this group of children. These can include:
 - not assuming that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration

- acknowledging that these children may be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children; that schools must consider extra pastoral support and attention for children with additional needs
- ensure any appropriate support for communication is in place
- recognising the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- reducing communication barriers and difficulties in managing or reporting these challenges
- recognising the additional risks that children with SEND face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online.

13.2. Sexual Violence and Sexual Harassment Between Children

13.2.1. Staff should be aware that children with special educational needs and disabilities (SEND) are at greater risk of sexual violence and sexual harassment. Staff will:

- challenge inappropriate behaviours;
- make clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerate or dismiss sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and,
- challenge physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts.

13.3. Headteachers will ensure that children are taught about safeguarding, including online safety, and recognise that some pupils with SEND may need a more personalised or contextualised approach. The Designated Safeguarding Lead (DSL) or SENDCo should make staff aware to look for online safety issues with SEND pupils, that due to cognitive understanding, children with additional needs may not understand the differences between fact and fiction in online content and then may repeat these content/behaviours in schools (p199 of KCSIE 23).

13.4. When using reasonable force in response to risks presented by incidents involving children with SEND, mental health or with medical conditions, academies will consider the risks carefully and recognise the additional vulnerability of these groups.

13.5. Where the parent/carer of a child with SEND has expressed their intention to remove a child from school with a view to educating at home, academy staff will work with the local authority and other key professionals to coordinate a meeting with parents/carers. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child.

14. Attendance

- 14.1. Schools in West Norfolk Academies Trust have the same high expectations for the good attendance of pupils with SEND and those with physical or mental health conditions, but they understand that some of these pupils face greater barriers to attendance than their peers.

Schools will put additional support in place where necessary to help these pupils access their full-time education. This will include making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. Schools will work with external partners including the local authority or health services, making referrals in a timely manner and working together with those services to deliver any subsequent support.

Schools will work with parents to ensure the provision outlined in a pupil's education, health and care plan is accessed. In addition, we will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support, interventions or medical appointments outside of the main school day.

- 14.2. Schools in West Norfolk Academies Trust will establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements. They will ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance.
- 14.3. They will ensure data is regularly monitored for these groups and in collaboration with the local authority so that additional support from other partners is accessed where necessary. Pupils with long-term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education.

15. Record Keeping

- 15.1. The Trust will retain records securely evidencing compliance with this policy, as set out in the Trust's Data Retention Policy. The MIS system and Provision mapping allows for the careful recording of all provision for individual pupils with SEND at each school. This system will also accommodate any assessments of impact and review documentation as well as communication with the parents of pupils with SEND and external agencies supporting these children.

16. Roles and Responsibilities

16.1 Our SENDCOs

West Norfolk Academy Trust has a team of SENDCO and SENDCO Assistants that work across schools to support SEND students. There is a Trust lead for SEND and supports the whole SEND team strategically. SENDCOs will:

- Work with the Head teachers, SEND Lead, Governors, and Local Authority to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of the SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHCP
- Self-evaluate and analyse plans alongside the Head teacher
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support
- Complete documents that evidence a strategic approach in partnership with Local Authority – INDES, IPSEF, Nutshell, Costed maps
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with teachers in KS3 and KS4 to ensure students and their parents are informed about options and a smooth transition is planned
- Work with the Headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date on Provision Mapping
- Liaise regularly with the Assistant SENDCO and SEND Support across the Trust Primary and Secondary Schools
- Communicate professional report advice and strategies to staff working with students
- Ensuring that additional needs and targeted outcomes are communicated appropriately to all adults who work with the pupil

16.2 Our Headteachers will:

- Work with the Trust lead, Local Authority and SENDCO to determine the strategic development of the SEND policy and provision in the school
- Communicate regularly with SEND Governor
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability
- Have overall responsibility for the evidence required to gain additional enhanced provision and funding

16.3 Our SEND Governor will:

- Help to raise awareness of SEND issues at governing board meetings.
- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing board on this.

16.4 Our Teachers will:

Each teacher is responsible for:

- Delivering high quality teaching to all pupils
- Learning of all pupils in their class including those pupils who have SEND
- Informing the SENDCo and parents of any student who requires learning support
- Reading professional reports and act on advice given
- Implementing daily adaptations in lessons for students with SEND that are on written learning plans and within professional reports
- Working closely with any Teaching assistants (TAs), Learning Support Assistants (LSAs), Achievement and Progress Support Assistant (APSAs) or specialist staff to plan, adapt and assess the impact of support and interventions
- As with all children, we have high aspirations and celebrate the educational and personal achievements of SEND children
- Be familiar with the SEND Code of Practice and respond appropriately to requests for information, to support the completion of referrals and other documentation needed, as part of review meetings
- Provide resources that are additional and different from those provided as part of the school's usual differentiated curriculum

16.5 Teaching Assistants/ Achievement and Progress Support Assistants will:

- Support the teacher with all aspects of learning for SEND students
- Assist teachers with flexible groupings
- Work with all pupils including those who have SEND to give support and feedback
- Liaise regularly with the class teacher, support teachers and outside specialists
- Implement advised strategies from learning plans to support the student in class

17. Alternative Provision

17.1 Regulated Alternative Provision

Use of alternative provision such as a Local Authority Specialist Resource Base (SRB) may be used to meet student need. Outside professionals, social workers, parents, the pupil and school leaders will agree that the use of such provision is appropriate at that time.

17.2 Unregulated Alternative provision

Unregulated AP settings may be used even more occasionally to deliver an educational, (academic and/or vocational), social, emotional, physical and/or Sensory offer, during the school day, where that provision cannot be met in school. This provision would only ever complement their timetable and core offer in school. A student would never be in alternative provision fulltime.

Use of unregulated alternative provision will be to maintain some specialist education for the student when other options are exhausted and must be made in conjunction with the Local Authority. Evidence that other options have been explored will be clear on the annual review, learning plan and personal profile for the child. Outside professionals, social workers, parents, the pupil and school leaders will agree that the use of such provision is appropriate at that time.

17.3 Record Keeping

Well-kept records will evidence that the student remains as safe as they would in school, that there are expectations for behaviour in line with school and progress is monitored in line with school. These documents will be used and stored on learning profile.

The alternate provider should communicate daily attendance to the home school.

- Parental and Student views
- Pre-placement visit record
- Service level Agreement with Safeguarding check reassurances
- Risk assessment
- Daily attendance reports
- Learner code of conduct agreement
- Visit records by school staff (announced and un- announced)
- End of placement evaluation

18. Related Policies

18.1. This policy is related to the following other Trust policies:

- Safeguarding and Child Protection policy
- First Aid policy
- Supporting Pupils at school with medical needs policy
- Behaviour policy
- Teaching and Learning policy
- Attendance Policy

Appendix 1: Sources of Support

Contact a family

www.cafamily.org.uk

SEND Gateway

www.sendgateway.org.uk

Norfolk Parent partnership (Information, advice & support services SENDIASS)

<http://www.norfolksendpartnershiass.org.uk/>

Independent Parental Special Education Advice (IPSEA)

<http://www.ipsea.org.uk/>

Local offer:

<https://www.norfolk.gov.uk/children-and-families/send-local-offer>

Family Voice:

www.familyvoice.org.uk