



**Castle View Academy**  
The best in everyone™

# **Special Educational Needs and Disability (SEND) Policy**

Responsibility: Assistant Principal - SENCO

Review Schedule: Annual

Reviewed: September 2025

Next Review: September 2026

## Context

This policy was developed in consultation with parents/carers, staff and students and has regard to:

- The SEND Code of Practice: 0-25 years – 2015
- Part 3 of the Children and Families Act 2014 and associated regulations

**Principal:** Matt Gill (Interim Head of School)

**Governor with responsibility for SEND:** Susan Andrews

**SENCo:** Clare Sitch

**SENCo Qualifications:** NASENCO (2023)

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This policy is in line with our teaching and learning policy and equality policy and aims to support inclusion for all of our students. The responsibility for the management of this policy falls to the Principal, the day-to-day operation of the policy is the responsibility of the Special Educational Needs Co-ordinator (SENCo). The Governing Body, the Principal and the SENCo will work closely to ensure that this policy is working effectively.

## Introduction and Rationale

The United Learning Trust is committed to ensuring that the necessary provision is made for every student within their schools' communities. The Trust celebrates the inclusive nature of their schools and strives to meet the needs of all students with a special educational need and/or disability.

High quality teaching which is adapted to meet the needs of the majority of students is the first response to supporting students with SEND. Some students will need something additional to and different from that which is ordinarily available for the majority of students, this is special educational provision and the students in receipt of this provision are classified as SEN Support. Each academy has a duty to use their best endeavours to ensure that provision is made for those who need it.

Castle View Academy will ensure that the necessary provision is made for any student who has SEND. We will ensure that all staff are able to identify and provide for these students to enable them to partake in all activities in the academy in order to reach their full potential, be included in all aspects of academy life and feel a sense of belonging to the wider academy community.

This policy aims to support all members of staff in providing a framework of support and advice and is based on the underlying principle that we believe:

Every teacher is responsible and accountable for the progress and development of all students in their class even where students access support from teaching assistants or specialist staff.

Teaching and supporting students with SEND is therefore a whole academy responsibility requiring a whole academy response. In order to achieve this we will work in partnership with parents/carers, students, local authorities, specialist providers and other external agencies required to meet the individual needs of our students.

## Aims and Objectives

### Aim

To provide an inclusive, stimulating and safe environment which will enhance the learning of all students and help them achieve, to their full potential, in all areas including their development of knowledge, skills and understanding to equip them for the next phase of their education, employment or training. By doing this we hope to raise the aspirations and expectations of all students, especially those with SEND.

### Objectives

- To identify and provide for students who have special educational needs and regularly assess and review the provision that we offer.
- To use our best endeavours to ensure that a student with SEN gets the support they need.
- To have regard to the statutory guidance provided in the SEND Code of Practice (2015).
- To operate a 'whole student, whole school' approach to the management and provision of support for special educational needs.
- To implement a graduated approach to meeting the needs of students identifies as SEN Support.
- To appoint a teacher responsible for the coordination of SEN provision (SENCo) and ensure they have the relevant training and qualification to undertake the role.
- To provide training, support and advice for all staff as often as is appropriate and necessary.
- To ensure that all students with SEN are offered full access to a broad, balanced and appropriate curriculum that sets high expectations for every student whatever their prior attainment.
- To work in partnership with parents/carers to enable them to make an active, empowered and informed contribution to their child's education.
- To take the views, wishes and feelings of the young person into account, and involve them as fully as possible in decision making about their own education.
- To work collaboratively with external agencies and specialists including those from Social Care and Health.
- To ensure the Equality Act 2010 duties for students with disabilities are met.
- In conjunction with the Medical Policy make arrangements to support students with medical conditions and to have regard to statutory guidance supporting students with medical conditions.
- To have regard to any other guidance issued by the United Learning Trust.

### Identifying Special Educational Needs

The SEND Code of Practice (2015) defines SEND as a child or young person who has a learning difficulty or disability which calls for special educational provision to be made for him or her.

A student has a learning difficulty or disability if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age, or

- Has a disability which prevents or hinders him or her from making use of facilities generally available in a mainstream school.
- It is important to note that a student who has a disability may not necessarily have a specific educational need.

The SEND Code of Practice (2015) identifies four key areas of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, mental and emotional health
- Sensory and/or physical

These four broad areas give an overview of the range of needs that are planned for but we identify the needs of the whole student in order to establish what provision is required to meet their need, not just by the category in which they are placed. Castle View Academy will take into account students' needs in all four key areas and make appropriate provision, including where this does not impact on cognition and learning.

Castle View Academy will have regard to the SEND Code of Practice 2015 when carrying out its duties towards all students with SEND and ensure that parents/carers are informed that SEND provision is being made for their child.

The progress made by all students is regularly monitored and reviewed as part of high quality, adaptive teaching. Where concerns are raised about a student's progress or if they fall behind their peers, additional support will be provided under the guidance of the class teacher. This information will be shared with parents as and when appropriate, for example at parents' evening.

Where concerns are raised about a student's progress, despite support and high quality teaching, the class teacher will seek advice from the SENCo. They will then assess if a student has a significant learning difficulty and agree appropriate support.

Where a student is identified as having SEN, the SENCo and the class teacher will take action to support effective learning by removing any barriers and put effective special educational provision in place. This SEN support will take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the student's needs and what supports the student in making good progress and securing good outcomes. This is known as the graduated approach – assess, plan, do, review.

The academy will notify the parents immediately that SEN Support is being offered and share with them the provision that is being put in place. This will be reviewed regularly with the parents, the child and academy staff.

### **The Graduated Approach to SEND**

**Assess:** In identifying a student as needing SEN support the class teacher, working with the SENCo, should carry out a clear analysis of the student's needs. This should draw on:

- the teacher's assessment and experience of the student, their previous progress and attainment, as well as information gathered from other areas of the school.

- the student's development in comparison to their peers and national data should also be considered along with the parent's views and experience, the student's views and, if relevant, advice from external support services.

This assessment will be reviewed regularly to ensure support and intervention are matched to need, barriers to learning are identified and overcome so that a clear picture of the interventions put in place and their impact is developed. With some areas of SEN, the most reliable method of developing a more accurate picture of need will be the way in which the student responds to an intervention.

**Plan:** Parents/carers, with their child, will meet with the class teacher and/or the SENCo to decide on the interventions and support to be put in place as well as the expected impact on progress and development. A clear plan will be produced. The date for review will depend on the level of need present but will be at least once per term.

The plan will clearly identify the areas of needs, the desired outcomes, the support and resources provided, including any teaching strategies or approaches that are required and when the review will take place. A copy of the plan will be given to parents/carers and the child if appropriate.

The support and intervention provided will be selected to meet the outcomes identified for the student, based on reliable evidence of effectiveness and will be provided by staff with appropriate skills and knowledge.

**Do:** The class teacher remains responsible for working with the student on a daily basis and will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENCo will support the class teacher in the further assessment of the student's needs, in problem solving and advising on the effective implementation of support.

**Review:** The review will take place on the date previously agreed. This review will evaluate the impact and quality of the support and interventions and include the views of the student and their parents/carers.

Parents/carers will be given information about the impact of the support and interventions provided, enabling them to be involved with planning the next steps. Where appropriate other agencies will be asked to contribute to this review.

This review will feedback into the analysis of the student's needs, then the class teacher, working with the SENCo, will revise the support in light of the student's progress and development, with decisions on any changes made in consultation with the parents/carers and the student.

Where there is a sustained period of insufficient or no progress, the academy may decide to gain involvement and advice from a specialist or external agency. The academy will consult with parents/carers before involving a specialist or external agency.

When a student has made sufficient progress in their area of need that they no longer require any provision that is different from or additional to that which is normally available as part of high quality and adapted teaching they will no longer be seen as requiring SEN Support. At this point, through discussion and agreement with parents/carers the student will be removed from the school's SEN register.

### **SEN Provision**

The provision offered to students requiring SEN Support will differ from student to student. They may include:

- an individual learning programme/ one page profile
- evidence based interventions (Numeracy Ninjas, Lexonic, Bedrock etc.)
- additional support from another adult
- adapted materials, resources or equipment
- working within a small group for a specific intervention
- use of alternative technologies
- peer-to-peer support
- personal care support
- access to resource base, nurture room
- use of therapies (e.g. art, lego)

### **Statutory Assessment of Needs (EHC)**

A small number of students whose needs are complex and long term, may require a greater level of support than the academy can provide from its own resources. For these students all the evidence from the graduated approach process will be gathered and a request made to the local authority to conduct an Education, Health and Care Needs Assessment. This may result in an Education, Health and Care Plan being provided. Castle View Academy will follow their local authority's guidance for this process and involve parents/carers and the child from the beginning.

The Local Offer can be found [here](#) and includes Information regarding the process to apply for a Needs Assessment.

### **Monitoring and Evaluation of SEND**

Regular monitoring of the quality of provision for all students, including those with SEND, follows the school's assessment and monitoring calendar. In addition, the cycle of Assess, Plan, Do and Review ensures that students with SEND have their individual provision reviewed regularly, at least termly. Additional training, advice and support will be provided to teaching staff where necessary in order to facilitate student progress and to meet student needs.

Student progress is tracked regularly and where students are not making sufficient progress additional information is sought and appropriate action taken.

## Supporting Students and Families

We value and accept the positive role and contribution parents/carers can make. We make every effort to work in full co-operation with them, recognising and respecting their roles and responsibilities. Parents/carers are encouraged to work with the academy and other professionals to ensure that their child's needs are identified properly and met as early as possible.

In order that they play an active part in their child's development, the academy endeavours to provide parents/carers with the relevant information so they can reinforce learning in the home.

At Castle View Academy we endeavour to support parents/carers so that they are able to:

- Feel fully supported and taken seriously should they raise a concern about their child.
- Recognise and fulfil their responsibilities and play an active and valued role in their child's education.
- Understand procedures and documentation.
- Make their views known about how their child is educated.
- Have access to information, advice and support during assessment and any related decision-making process about special educational provision.
- Parents/carers of a child with SEN support will have the opportunity to speak with the class teachers at least 2 times a year formally. The SENCo is available via several methods to communicate with parents and review need.

More information about the support offered to parents/carers from our Portsmouth's local authority can be found within their [Local Offer](#).

## Children in Care

When a child is in care, the carers are accorded the same rights and responsibilities as parents. The academy has both an appointed member of staff and a governor for Looked after Children.

## Student Voice

We hold the views of students highly and recognise the importance of gaining genuine student views in promoting the best student outcomes. Students are able to share their views in a number of different ways (appropriate to age and ability).

These views are welcome at any time but are specifically sought as part of their annual review, if they are in receipt of an EHC Plan, as part of their review meetings and at the end of a targeted intervention. We ask all students to contribute to the setting of their own targets.

## Partnership with External Agencies

The Academy is supported by a wide range of different agencies and teams. The school's SEN Information report details which agencies the academy has worked with in the last 12 months. This [report](#) can be found on the academy website and is up-dated annually.

## Roles and Responsibilities

Provision for students with special educational needs is a matter for the academy as a whole. In addition to the Governing Body, Head Teacher and SENCo, all members of staff have important responsibilities.

### Governing Body

The Governing Body endeavours to follow the guidelines as laid down in the SEND Code of Practice (2015) to:

- Appoint a member of the LGB to advocate for the needs of students with SEND.
- Challenge and support the academy to use its best endeavours to make sure that a student with SEN gets the support they need – this means doing everything they can to meet children and young people’s Special Educational Needs.
- Ensure that children and young people with SEN engage in the activities of the academy alongside students who do not have SEN.
- Check that the academy has designated a teacher to be responsible for co-ordinating SEN provision – the SENCo.
- Ensure that the academy informs parents/carers when they are making special educational provision for a child.
- Confirm that the academy has prepared an SEN Information Report to confirm their arrangements for the admission of disabled children, the steps being taken to prevent disabled children from being treated less favourably than others, the facilities provided to enable access to the academy for disabled children and their accessibility plan showing how they plan to improve access progressively over time.

### The Principal

The Principal has responsibility for the day-to-day management of all aspects of the school’s work, including provision for students with special educational needs. The Principal will keep the Governing Body fully informed on Special Educational Needs issues. The Principal will work closely with the SENCo and the Governor with responsibility for SEND.

In collaboration with the Principal and governing body, the SENCo determines the strategic development of the SEND policy and provision with the ultimate aim of raising the achievement of students with SEND.

### The SENCo

The SENCo takes day-to-day responsibility for the operation of the SEND policy and co-ordinates the provision for individual students, working closely with staff, parents/carers and external agencies. The SENCo provides relevant professional guidance to colleagues with the aim of securing high-quality teaching for students with special educational needs.

Through analysis and assessment of students’ needs, and by monitoring the quality of teaching and standards of students’ achievements and target setting, the SENCo develops effective ways of overcoming barriers to learning and sustaining effective teaching.

The SENCo liaises and collaborates with class teachers so that learning for all children is given equal priority.

The principal responsibilities for the SENCo include:

- Overseeing the day-to-day operation of the SEND policy.
- Co-ordinating provision for SEND students and reporting on progress.
- Advising on the graduated approach to providing SEN support – Assess, Plan, Do, Review.
- Advising on the deployment of the school’s delegated budget and other resources to meet students’ needs effectively.
- Monitoring relevant SEN CPD for all staff.
- Managing the SEND team.
- Overseeing the records of all students with special educational needs and ensuring they are up to date.
- Liaising with parents/carers of children with special educational needs.
- Contributing to the in-service training of staff.
- Being a point of contact with external agencies, especially the local authority and its support services.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies.
- Liaising with potential next providers of education to ensure a student and their parents/carers are informed about options and a smooth transition is planned.
- Monitoring the impact of interventions provided for students with SEND.
- To lead on the development of high quality SEND provision as an integral part of the academy improvement plan.
- Working with the Principal and the academy governors to ensure that the academy meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements (see Annex B).

#### **All Teaching and Non-Teaching Staff**

- All staff are aware of the school’s SEND policy and the procedures for identifying, assessing and making provision for students with special educational needs.
- Class teachers are responsible for providing high quality teaching, adapted for individual students. This includes reviewing and, where necessary, improving, their understanding of strategies to identify and support vulnerable students and their knowledge of the SEN most frequently encountered.
- Class teachers are responsible for the progress and development of all students including those with SEND.
- Class teachers are responsible for setting suitable learning challenges and facilitating effective special educational provision in response to students’ diverse needs in order to remove potential barriers to learning. This process should include working with the SENCo to carry out a clear analysis of student needs, drawing on the teacher’s assessment and experience of the student as well as previous progress and attainment
- Class teachers will ensure that any student on SEN Support is provided with the required support as outlined in the graduated approach plan and clearly identifies this provision on their class lesson plans for every lesson
- Education SEND support staff will liaise with the class teacher and SENCo on planning, on student response and on progress in order to contribute effectively to the graduated response.

## **Training and Development**

Training needs are identified in response to the needs of all students. We have a number of staff with specific training in literacy and numeracy intervention, precision teaching, speech and language needs and supporting children with neurodiversity.

The whole academy attends training sessions led by the SENCo at least termly, optional training in specific areas of needs through twilight and drop in sessions is also offered.

All members of teaching staff discuss the progress of all students and the support and provision that is being offered to them through their subject lead. The SENCo is involved in these conversations if the progress of a student with SEND is not in line with expectations.

The academy offers opportunities for staff to reflect on their practice and to offer peer-to-peer support and guidance.

## **Funding**

Funding to support the majority of SEN students in mainstream schools is delegated to the school's budget. It is the expectation that schools provide support to their students with SEN from their SEN budget. Where the academy is not able to meet the needs of a student from its budget we will approach the local authority to access "top-up" funding. Where a student is in receipt of additional funding allocated via an EHC plan the academy will use its best endeavours to ensure it is spent effectively to meet the needs of the student and to deliver the outcomes as set out in the EHC plan.

## **Storing and Managing Information**

Student records and SEN information may be shared with staff working closely with SEN students to enable them to better meet the individual student's needs. Student SEN files are kept in a locked filing cabinet and all electronic information is stored on the academy system in compliance with our Data Protection Policy.

## **Complaints**

In the first instance, parent complaints about the provision or organisation of SEND are dealt with through the procedures outlined in the School's Complaints Policy.

If there continues to be disagreement with regard to SEND provision the Local Authority should make arrangements that include the appointment of independent persons with a view to avoiding or resolving disagreements between the parents/carers and the school. This includes access to mediation before tribunal. Parents/carers have the right to appeal certain decisions about their child's special needs made by their Local Authority. Such an appeal is made to the SEND Tribunal. A decision made by a academy cannot be appealed to the SEND Tribunal.

## **Admissions**

No student will be refused admission to academy on the basis of his or her special educational need. In line with the Equality Act 2010 we will not discriminate against disabled children in respect of admissions for a reason related to their disability. We will use our best endeavours to provide effective educational provision.

### **Transition Arrangements**

Support for students with SEN includes the planning and preparation at key transitional phases of education. For students arriving at Castle View Academy we have a comprehensive package of transitional support that is put in. This includes:

- Transition days
- Visits between SENCos
- Key staff exchange
- Workshops for parents and students
- Orientation days

### **Access Arrangements**

Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make reasonable adjustments. At Castle View Academy we do our best to ensure that those students who require access arrangements receive them. This is based on diagnostic testing as well as history of need and normal way of working. The SENCo works closely with all teaching staff in completing the application to the awarding bodies.

This policy will be reviewed annually. It will be monitored by the SENCo and updated and revised if necessary during the annual cycle.