

# Greenwood School

## SEN Policy



<b>Date of Policy Issue/Review</b>	October 2023	Review Date: Sept 2024
<b>Name of Responsible Manager</b>	Fiona Leagas	
<b>Signature of Responsible</b>	F. Leagas	

### 1 Status and Scope

**1.1 Application :** This policy applies to all students, parents / carers and staff at Greenwood School. Copies of the policy re available on request and the policy is on the school's website.

**1.2 Policy Status :** This policy has been approved by the Head Teacher and Governing Body of the school. It takes into account the *Special educational needs and disability code of practice: 0 to 25 years* (DFE-0000205-2013), Department for Education (DfE), January 2015 (code). The procedures set out below may be adapted as appropriate to meet the policy aims and circumstances of each case, but all Special Educational Needs and Disability (SEND) decisions will be informed by the code.

1.3 The policy takes account of the school's public sector equality duty set outline section 149 of the Equality Act 2010.

1.4 This policy is available in large print if required and can also be available in different formats.

### **2 Principles**

2.1 The school's approach to SEND and learning disabilities operates within the following principles :

2.1.1 A young person with SEND should have their needs met;

2.1.2 the views, wishes and feelings of the young person should be taken into account;

2.1.3 parents / carers have a vital role to play in supporting their young person's education;

2.1.4 young people with SEND should be offered access to a broad, balanced and relevant education, including an appropriate curriculum.

### **3 Definitions**

**3.1 Special Educational Needs :** children have SEN if they have a learning difficulty which requires special educational provision to be made for them.

**3.2 Learning Difficulty :** children have a learning difficulty if they:

3.2.1 have a significantly greater difficulty in learning than the majority of others the same age; or

3.2.2 have a disability which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in mainstream schools or mainstream post-16 provisions.

All students at Greenwood School are therefore students with Special Educational Needs and all students at Greenwood have difficulties under the umbrella term of Social, Emotional Mental Health.

**3.3 Special Educational Provision** means:

3.3.1 for children of two years or over, or a young person, educational provision which is additional to, or different from the educational provision made generally for children of the same age in mainstream schools in England, maintained nursery schools in England, mainstream post-16 institutions in England, or places in England at which relevant early years education is provided.

3.4 **SEND Coordinator (SENDCo)** : This is a member of the school who has responsibility for co-ordinating SEND provision in the school. The school SENDCo is Fiona Leagas. Please contact Fiona on 02380 423827 or via E Mail – [f.leagas@greenwood.hants.sch.uk](mailto:f.leagas@greenwood.hants.sch.uk)

#### **4. Policy Statement**

Greenwood School is a secondary Education Centre / Pupil Referral Unit that accepts referrals from mainstream schools in the New Forest. The school's motto is 'Passionate about Progress' and our whole ethos reflects this. At Greenwood we follow an A.S.K curriculum, all students focus on four **Attributes** whilst they attend; Resourcefulness, Reflectiveness, Relationships and Resilience. We believe that these four areas are key to students becoming successful learners as well as healthy and independent young people. Students focus on key **Skills** such as; Literacy, Numeracy, Digital Literacy, Thinking and Problem Solving. Students also work on the **Knowledge** they need to follow the National Curriculum at Key Stage 3 and the Knowledge they need to gain public examinations at Key Stage 4.

We are committed to ensuring that all students progress on to their next steps after gaining support from our staff. Next steps can be back to a mainstream school, moving to another mainstream, receiving an Educational Health and Care Plan and moving onto a mainstream with support, or for some, a more specialist provision. After Year 11 students transition on to college or an Apprenticeship. Students in Key Stage 3 who attend onsite do so for an intervention of between 6 and 12 weeks. In exceptional circumstances a young person may stay longer if they are awaiting an Educational Health and Care Plan that is likely to mean they require a more specialist provision.

**4.1 Training** : teaching staff regularly have training related to providing an inclusive environment for all students. Training can include whole staff training, small group training and / or individual training. All staff who receive training cascade this to all staff members where appropriate. Current whole school training initiatives include; Trauma and Attachment Aware Schools Training and Restorative practice Training.

**4.2 Consultation:** All parents / carers are consulted when their young person is referred to Greenwood School and they are invited onsite for an initial visit. Parents / carers are key to a successful short term placement at Greenwood and all parents / carers are contacted daily about

their young person's achievements, as well as areas for development. Where more support is required, parents / carers can meet alongside the young person with specified members of staff depending on the area of need.

## **5. Identification, screening and assessment**

**5.1 Identification:** Students are referred to Greenwood by their mainstream school or by Hampshire County Council's Inclusion Team under the category of Permanently Excluded, at risk of Permanent Exclusion or Medical. Prior to a referral there will have usually been discussions regarding the young person between Greenwood and the referring school. All students remain dual rolled with their mainstream, except where a young person is Permanently Excluded. In this instance, they are single rolled at Greenwood until a long-term provision is sourced.

**5.2 Screening:** All students are screened when they are accepted as a full referral. Screening assessments include:

BPVS 111 – receptive Language skills  
A single word decoding assessment  
A spelling assessment  
A reading comprehension assessment  
Maths assessment – undertaken by the class teacher  
Science assessment : undertaken by the class teacher  
Attributes Questionnaire  
Dyslexia screener if deemed appropriate

**5.3 Outcome of screening :** All information from screening, the initial visit and the referral form is placed into a Pen Portrait of the pupil for all staff to view. This allows staff to plan for specific needs and deliver high quality teaching matched to individual learners. If it is deemed required, some students may have extra interventions which either have a skill focus or an attribute focus. All students have an Individual Education Plan whilst at Greenwood which is co-ordinated by their keyworker.

**5.4 Formal Assessment :** If screening results indicate that a young person may benefit from outside assessment, the school will ask parents permission to refer to the Educational Psychologist and / or CAMHS / PSICON. This will always be undertaken alongside the young person's mainstream school unless they are Permanently Excluded. The school does not formally diagnose dyslexia as this is not required to meet need, nor would the school use an outside professional to do this. The school has access to an assessor for Exam Access Arrangements in compliance with the current Joint Council for Qualifications, if staff feel this is required.

**5.4 Outside Agencies :** At Greenwood we have excellent contacts with many outside agencies including; Children's Services and The Locality Team, The School Nurse, The New Forest CAMHS Team, It's Your Choice, Catch 22, The Handy Trust, Virtual School, Youth Offending Team and Youth Crime Prevention Team, Hampshire's Special Educational Needs Department, Hampshire's Educational Psychology Department, Sexual Health Nurse, as well as Southampton Hospital. We also have close links with our PCSO and Neighbourhood policing team. All professionals work with families to ensure a holistic framework and maximise progress when at Greenwood School. Where students have been cared for away from their usual place of residence we will liaise with professionals to ensure the student is supported to transition to Greenwood.

## **6 Provision**

6.1 all staff use information from the Pen Portrait to initially plan for a new student. Teachers will also create their own baseline assessments depending on their subject area to assess strengths and areas for development. All students have Individual Education Plans that are initiated and reviewed regularly by the young person, their keyworker and their parent / carer. These support the reintegration of the student back to their mainstream or to their next provision.

6.2 where necessary students will receive group or one to one intervention focusing on the Attributes or Skills required to help them progress. We have a fully trained ELSA onsite, a staff member qualified to deliver a range of therapeutic interventions and whose supervision for therapy is undertaken through New Forest CAMHS. We have a Mental Health Lead at Greenwood who works closely with CAMHS, the Mental Health Support Team and other relevant professionals to ensure students and families are fully supported.

6.3 regular lesson observations, learning walks, work scrutiny and daily briefing and de-briefing ensure that the correct provision is in place for each student. Students also have a Key Worker who is responsible for them whilst they are at Greenwood. All staff take part in regular Solution Circles to discuss students and ensure progress is sustained.

6.4 students are involved in the planning of their support, through the student voice section of the Pen Portrait. There are regular student and parent / carer voice questionnaires sent out and analysed to ensure students and their family's needs are being met. We also have a Student Voice Committee made up of Greenwood Students and led by a member of staff. Students have the chance to speak with their keyworkers daily regarding what they might find useful in order that they can maximise progress whilst at Greenwood. Students are involved in discussions around regular work experience when in Years 10 and 11 and weekly college courses that may be suitable for them.

6.5 parents / carers, as well as social workers where necessary, are heavily involved in developing and implementing the joint learning approach at home and school.

**7 Graduated Approach** : The Code of Practice for Special Educational Needs recommends a four-part cycle through which earlier decisions and actions are re-visited, refined and revised with a growing understanding of the student's needs and what supports the student to make progress. Each student is treated individually at Greenwood, however the cycle adopts the same four stages: Assess, Plan, Do and Review. If after this cycle has been completed the student makes less than expected progress outside agency support might be requested in consultation with parents / carers. At this point, it might be considered necessary to make a request for an Educational, Health and Care Needs assessment to the Local Authority.

**8 Education, Health and Care Assessment** : The school (as well as parents / carers) can ask the Local Authority to arrange an assessment of the student. Greenwood will always consult a parent/carer if they deem an assessment is required. If the LA refuse to assess, the parents / carers (not the school) can appeal this decision.

8.1 Assessments for students will be made in consultation with the student's mainstream school where appropriate. Students can come to Greenwood part way through the assessment process, for a time limited intervention, if the mainstream school feel this would be in the student's best interest.

8.2 Greenwood can provide education for Final EHCP young people, if the student is in Year 11 and if they are already attending Greenwood when the Final version is completed. Greenwood is able to

accept four students who met these requirements. Students who gain a Final EHCP whilst at Greenwood, and do not meet our criteria for remaining at Greenwood, will be given support alongside their named provision to transition there. Greenwood also works alongside County to offer a package named Greenwood Plus. This is for a maximum of 4 Year 11 students, who are unable to access any onsite provision at any educational provision due to their complex needs. In this instance a bespoke package is created by Greenwood's SENDCo in consultation with other professionals if required. Hampshire SEN is then involved with accepting the package, commissioning the place and Greenwood and funding the package until, at the latest, the end of year 11.

## **9 Welfare and examinations**

9.1 Greenwood recognises that students who are referred are more vulnerable than their peers. We have a high staff to student ratio, daily contact with parents / carers and a carefully planned keyworker system to ensure a student's welfare needs are met. Parents / carers are welcome to discuss their child's needs at any time. Staff at Greenwood will always work in partnership with the young person, their parent / carer, outside agencies and their mainstream school to ensure the best outcomes for every student.

9.2 Some students at Greenwood will be assessed for Access Arrangements which may entitle them to extra arrangements such as; extra time, a reader or a scribe during both internal and external exams.

9.3 Additional barriers can exist when detecting abuse or neglect of students with special educational needs or disability creating additional safeguarding challenges for those involved and promoting the welfare of students. At Greenwood, we are mindful that some students struggle more with communication and language which can impact them expressing themselves verbally. Any safeguarding concerns will be dealt with in accordance with the procedures set out in Greenwood's child protection and safeguarding policy and procedures.

**10 Complaints** We need to know immediately if a young person's progress or behaviour is a cause for concern so that we can assist in the most effective way. Please contact the school if you have any queries.

**11. Monitoring** The SEND Report can be viewed on the school's website and is updated at least annually. The Head Teacher has regular Line Management of the SENDCo and there is an attached Governor with responsibility for SEN at Greenwood School.

Please contact the SENDCo, in the first instance, should you have any queries or questions regarding SEN at Greenwood School.