



**Trinity**

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# Special Educational Needs Policy

2025 – 2027

Date Governor Approval	Date of next review	Notes
September 2025	September 2027	Review every two years.

Mr David Lucas - Executive Headteacher

## PRIMARY PHASE

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## Introduction

Trinity works with pupils in the Borough of Lewisham. As an organisation in this borough, we are expected to have our own SEND Policy.

This policy will be reviewed every 2 years by the Governors, the Executive Headteacher and SENCo.

## Rationale

As a church school it is our vocation, moral obligation and delight to provide the best possible education for every pupil. Trinity School is committed to providing an appropriate and high-quality education to all the children living in our local area. We believe that all pupils, including those identified as having special educational needs, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of school life.

We believe that all pupils should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe. Our inclusive ethos provides a common life based on the Christian family and nurtures everyone regardless of race, gender, sexual orientation, religion or ability.

Trinity is committed to inclusion. Part of the school's strategic planning for improvement is to develop cultures, policies and practices that include all learners. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties.

This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We pay particular attention to the provision for and the achievement of different groups of learners:

- girls and boys, men and women
- minority ethnic and faith groups, travellers, asylum seekers and refugees
- learners who need support to learn English as an additional language (EAL)
- learners with special educational needs
- learners who are disabled
- those who are academically able
- those who are looked after by the local authority
- others such as those who are sick; those who are young carers; those who are in families under stress; pregnant school girls and teenage mothers
- any learners who are at risk of disaffection and exclusion

This policy describes the way we meet the need of children who experience barriers to their learning, which may relate to sensory or physical impairment, cognition and learning, speech language and communication or social, mental and emotional health, or may relate to factors in their environment, including the learning environment they experience in school.

We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We believe that many pupils, at some time in their school career, may experience difficulties which affect their learning, and we recognise that these may be long or short term.

At Trinity we aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to achieve to his or her full potential.

Trinity sees the inclusion of children identified as having special educational needs as an equal opportunities issue, and we will also aim to model inclusion in our staffing policies, relationships with parents/carers and the community.

We aim to provide all pupils access to a broad and balanced curriculum by:

- Ensuring that all pupils' needs are met and that they are supported in their learning, through early identification and intervention.
- Working in partnership with parents, staff, LA and outside agencies in a multidisciplinary approach to resolve issues relating to the pupil.
- Building supportive working relationships with parents and involving pupils in all aspects of their learning.
- Regularly reviewing the provisions for each pupil's identified need, assessing impact and progress.
- Empowering staff to meet the needs of all pupils to maximise their progress.

## Links with other policies

This policy is linked to the following policies:

- Behaviour and attitudes
- Safeguarding (including associated online safety and Prevent documents)
- Mental Health and Wellbeing
- Health and safety
- Teaching and Learning
- Complaints and grievance
- Performance management
- Equalities
- Accessibility Plan

## The SEND Team

Deputy Headteacher (Primary) & SENCo – Camila Martinez

Deputy Headteacher (Secondary), DSL, SENCo and Mental Health Lead – Clare Shobbrook

Governors – Anne-Marie Philip-Howell

Primary SEN Manager – Ashley Downes

Secondary SEN Manager – Kate Kelly (KS3) and Rachel Samuels (KS4)

SEND Advisor (Primary) – Helen Prentis

Mental Health Lead and Assistant Head (Primary) – Isobel Apsey

School Counsellor – Anna Lewis

Learning Mentors

Young Carer link – Kady Taitt

LAC Coordinator – Kady Taitt

Primary Teaching Assistants, working in most year groups

Secondary Teaching Assistants working across, key stages and departments targeting specific SEN areas of need (e.g. ASD, SEMH...)

## Policy statement - Purpose of the policy

The purpose of this policy is to promote consistency of approach and to help create a climate for inclusion. An effective school is one that values all its community and provides a meaningful learning experience for all its pupils.

Every member of staff at our school teaches, or in other ways supports, pupils with special educational needs and disabilities (SEND). It is important, therefore, to have a cohesive SEND policy, which can build on existing good practice within the school as a whole and introduce further developments.

The objective is to develop high but realistic expectations of the pupils and ensure that these are communicated to them.

To be achieved by:

- (a) Using the information gathered on pupils to ensure that we expect as much from each child as is possible and then act upon it in our teaching.
- (b) Treating all pupils whatever their ability with respect.

## SECTION A1: Definition and Aims

It is especially important that we have a shared definition of special educational needs (SEND) and the best way to do this is to adopt the one which developed from The Education Act 1996 and included in the Special Educational Needs 'Code of Practice'.

*Children have special educational needs if they have a learning difficulty, which calls for special educational provision to be made for them.*

Children have a learning difficulty if they:

- (a) Have a significantly greater difficulty in learning than the majority of children of the same age.
- (b) Have a disability that either prevents or hinders the child from making use of educational facilities of a kind provided for children of the same age in schools within the area of the local education authority.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special educational provision means:

- (a) ... educational provision which is in addition to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LA, other than special schools, in the area.
- (b) A person has a disability for the purpose of this Act if he has a physical or mental impairment which has a substantial or long-term adverse effect on his ability to carry out normal day-to-day activities.

*Section 312, Education Act 1996*

A child is disabled if he is blind, deaf or dumb or suffers from a mental disorder of any kind or is substantially or permanently May 2020 handicapped by illness, injury or congenital deformity or such other disability as may be prescribed.

*Section 17 (11), Children Act 1989*

A person has a disability for the purposes of this Act if he has a physical or mental impairment which has a substantial and long term adverse effect on his ability to carry out normal day-to-day activities.

*Section 1 (1) , Disability Discrimination Act 1995*

A child may fall within one or more of the definitions.

The Special Educational Needs Code of Practice (2015) does not assume that there are hard and fast categories of special educational need. It recognises that each child is unique and there is a wide spectrum of special educational needs that are frequently inter-related, although there are also specific needs that usually relate directly to particular types of impairment. The impact of these combinations on the child's ability to function, learn and succeed should be taken into account. The areas of need are:

- Cognition and Learning - MLD, Specific learning difficulties (e.g. dyslexia), severe learning difficulties.
- Social, Mental and Emotional Health – SEMH, ADHD, anxiety, depression.
- Communication and Interaction – speech, language and communication needs (SLCN), Developmental language Disorder (DLD), ASD, stammer, reluctant speakers/selective mutism.
- Sensory and/or Physical - HI, VI & physical, developmental coordination disorder (dyspraxia), neurological or metabolic causes

Our objective is to work within the guidelines presented to us by the 'Code of Practice on the Identification and Assessment of Special Educational Needs'.

To be achieved by:

- (a) The use of a graduated response (universal support, SEN support) and high-quality teaching.
- (b) To be achieved by following the framework as set out in the Code of Practice.

## Aims

We fully endorse Lewisham Special Needs Policy and Local Offer. We believe that its stated aim of 'Every young person should have the opportunity to maximise their life chances and choices. A high quality of education is the right of every child', is totally compatible with our school's ethos of "Learning, Loving, Living". Our Special Educational Needs Policy will reflect these aims and play a significant role in the socially inclusive ethos and practice within the school.

We will do this by identifying and remedying factors, which are hindering successful learning experiences and access to the social community of the school as a whole and as individuals within the school.

Pupils with SEND should receive appropriate support and if they have an Education, and Health Care Plans (EHCP) the support indicated in this plan should be made available to them.

To be achieved by:

- (a) Clear assessment of individuals' needs.
- (b) All pupils with EHCP's having the full allocation of funds available to the school spent on them.

- (c) Pupils on the SEN support list having adequate funds available for the extra support they need.
- (d) Careful allocation of specialist staff to give the appropriate support.
- (e) A mixture of in class support and withdrawal to meet individual needs.
- (f) All staff providing a stimulating, differentiated curriculum encompassing personalised learning. High quality teaching.

All pupils with SEND are included in the school with no discrimination. To be achieved by:

- (a) Ensuring access to a broad, balanced, relevant and inclusive curriculum.
- (b) Pupils are encouraged to gain confidence in different curriculum areas within set groups as part of the school's normal working practice. The setting is regularly reviewed to ensure all pupils are on track to make outstanding progress
- (c) Planning takes account of the need for differentiation to provide full access for pupils with a range of varying needs.
- (d) Staff can approach the SENCo, SEN Manager, HLTA's or the specialist teaching assistants for help and advice in checking planning to ensure that provision and resources are appropriate.
- (e) There is also a range of guidance on IEPs/Pupil Passports (where they are in place), the SEN register and in the SEN offices in both buildings on a variety of needs and strategies to address them, along with suggestions on differentiation methods.
- (f) Not withdrawing any pupil exclusively from any particular curriculum area by ensuring that withdrawal is worked on a carousel basis.
- (g) Classroom observations and training through INSETs help to provide teachers with a range of strategies to enable pupils to access the curriculum.

Trinity is one where inclusion is a fact not something we are working towards. All of our pupils are included in mainstream. Pupils with SEND, including those with a statement are educated alongside their peers in a mainstream classroom and take part in all school activities according to interest and/or talent in particular areas. All clubs and other activities are open to every pupil unless there are specific reasons why they should not be e.g. some sporting activities may be unsuitable for some individuals

## SECTION A2: Roles and Responsibilities

### Governing Body & SEND Governors: Anne-Marie Philip-Howell

The governing body has responsibility for:

- Ensuring that, as far as possible, the aims of this policy are met and the practice outlined is implemented.
- Ensuring that statutory responsibilities are fulfilled in relation to the role of the SENCo.
- Ensuring that the SEN policy is made available to parents.
- Monitoring the progress of pupils with SEN and the actions of the SENCo.
- Ensuring that SEN provision is an integral part of the school development plan.
- Allocating sufficient funding to the SEND budget in order to achieve the objectives outlined for SEN in the improvement plan.
- Deciding with the Executive Headteacher and Deputy Headteacher (SENCo), what this policy should contain.

### Executive Headteacher: David Lucas

The Executive Headteacher has responsibility for:

- Deciding with the governors and the SENCo what this policy should contain.
- Working with the SENCo to ensure that he is able to fulfil his responsibilities.
- Ensuring that information is disseminated appropriately.
- Ensuring the statutory assessment and EHCP annual review process is a rigorous process
- Ensuring that accurate information is transferred between settings.
- Ensuring that pupils attain the highest standards they can and that measures are in place for when difficulties occur.

### Class and Subject Teachers

Class and subject teachers are responsible for:

- Planning and evaluating lessons in order to provide personalised learning.
- Monitoring and tracking progress.
- Implementing assessment for learning.
- Working with the SEN Manager and SENCo to deliver learning opportunities that are accessible and challenging.
- Implementing the SEN policy.
- Working constructively with external agencies and parents/carers to improve outcomes for pupils.
- Familiarising themselves with strategies for meeting the needs of pupils on the SEN register.
- Passing on any concerns regarding SEND needs to the SENCo via the SEN Managers.

## SENDCo: Camila Martinez and Clare Shobbrook

The main aspects of the SENDCo role include:

- The SENDCo is responsible for co-ordinating the day-to-day provision of education for pupils with special educational needs (SEND) at the school – overseeing the operation of this SEND policy.
- Leading the SEN Manager and managing the SEN HLTAs.
- Supporting the SEN Manager in leading the SEN team of teaching assistants.
- Overseeing and reviewing IEPs, where they are in place, and the SEN register.
- Tracking the progress of pupils with SEND.
- Supporting teachers with strategies and resources.
- Liaising with parents/carers of pupils with SEND. The SENDCo can be contacted through the school if parents/carers or other interested persons need information or advice.
- Delivering INSET (in-service training).
- Liaising with other schools.
- Advising on teaching and learning to support effective differentiation in class.
- Chairing (or supporting the SEN Manager) in coordinating the EHCP review process.
- Co-ordinating and preparing the necessary documentation during statutory assessment.
- Liaising with outside agencies and support services.

### Support Staff

Some SEND pupils have support from a Teaching Assistant (TA) in class to focus on aiding them to access the curriculum offer, whilst encouraging them to develop their independence. In conjunction with this, staff will be helped in the production of accessible, differentiated materials, classroom management or whatever is appropriate to meet the individual needs of the pupils with SEND within the group. All support staff are responsible for:

- Supporting individuals or groups of pupils with learning, behavioural or physical difficulties.
- Liaising closely with the teacher, the SEN Manager, HLTA's and SENDCo to ensure that information is shared and needs are met.
- Implementing and monitoring targets and targets from the SEN register.
- Assisting in the organisation of annual reviews of named EHCP pupils.
- Taking on different roles in the classroom to ensure that all pupils are able to access the curriculum and receive feedback on their learning.
- Working flexibly with colleagues to improve outcomes for all learners.

Support staff offering interventions are also responsible for:

- Keeping records of the screening, monitoring and progress of pupils with whom they work.
- Helping to devise individualised learning programmes.
- Delivering intervention programmes to individual pupils or small groups.
- Reporting to parents/carers as/where appropriate.

## SECTION A3: Co-ordinating and Managing Provision

The arrangements which have been made for coordinating the provision of education for pupils with special educational needs are:

- The SEND teams are under the management of the SENCo & SEN Lead. The responsibility for coordinating the provision of education for all pupils is as follows:
  - The class teacher will initiate their own interventions to meet the needs of pupils within their classrooms.
  - The Subject Leads overseen by the Senior Leadership Team, are responsible for coordinating the provision of education for all EHCP pupils in their Faculty/Phase to meet their proportion of the pupils' statutory entitlement.
  - The SEN Manager, HLTA's and SENCo are responsible for coordinating the provision of education for pupils with special educational need and those pupils who need additional specialist interventions (SEN support). Together they monitor pupil progress.
- The Primary Deputy Headteacher (SENCo) and Secondary Deputy Headteacher (SENCo) leads the team and together they maintain or establish the records for individual pupils with SEND. Each member of the team is responsible for adding to and updating the records for pupils they support. Much of the new information is added to the SEN register and IEPs (if they are in place) and are accessible to all staff.
- Teachers, phase leads and subject leads are responsible for providing a differentiated learning experience enabling all pupils to work within their capabilities to improve and develop. This will include the use of differentiated materials and/or other teaching strategies.
- The SEN Manager, SEN HLTAs and SENCo are responsible for providing support to staff to achieve the above, through developing effective ways of overcoming barriers to learning and advising staff on strategies for meeting pupils' needs. This can be done through whole staff INSET; individual discussion; departmental, phase, year and cluster discussions or training; training for ECTs and student teachers on working towards targets (e.g. through IEPs - Individual Education Plans if in place); information on the SEN register spreadsheet with targets and individual strategies etc.; including strategies for specific pupils; or generic information on various needs and syndromes and how best to support these pupils in the classroom. Some of this information is emailed to all staff and highlighted during whole staff briefings.
- Support staff are regularly trained in specific areas of SEND to ensure that their knowledge is kept up-to-date so that they can best support SEND pupils and other staff across the school.
- The SEN Manager and SENCo liaise with external support agencies. Primarily the school's allocated health professionals, educational social worker, educational psychologist, doctors, school nurse, SEND caseworker, the Lewisham Specialist Support Services, Social Services Social Workers, any other providers of support services (including voluntary organisations) and parents/carers etc. as appropriate. The purpose of the liaison is to put in place, the support and monitoring arrangements for individual pupils with SEND.

## SECTION A4: Admission Arrangements

Lewisham Local Authority is the admission authority. Our governing body acts in accordance with the admission arrangements determined and published by our local authority as a Church School. We acknowledge that if we are named in a child's EHCP, we have a responsibility to consult and if we can meet the needs ensure that the provision outlined in the EHCP is met.

Children with SEND (but without an EHCP) are admitted to the school under the same set of criteria as other pupils.

Priority is given according to the following: -

- Applicants who attend and apply for a church placing (see admissions policy)
- Applicants who have a sibling in the school.

## SECTION A5: Specialism and Special Facilities

**The kinds of provision for pupils with SEND, in which the school specialises and any special units.**

There is a range of experience and expertise within the SEND Team and across Trinity, we work with pupils with Moderate Learning Difficulties (MLD), Specific Learning Difficulties (SpLD), Social, Mental and Emotional Health (SEMH), Speech Language and Communication needs (SALT), Autistic Spectrum Disorder (ASD), pupils with physical needs which can impact on their mobility and pupils with sensory impairments.

**Facilities for pupils with SEND at Trinity, including facilities which include or assist access to the school by pupils who are disabled.**

The school has a lift in both buildings to allow for the use of wheelchairs or physically impaired pupils and visitors to access all floors of the school building. There are toilets for those with disabilities.

Please see Trinity's Accessibility Plan for further information.

## SECTION B1: How resources are allocated

### Resource allocation

All money allocated to support pupils with EHCP's is spent directly on them. Usually this is in the form of specialist teaching assistants, or outside agency support which has to be bought, but occasionally it will buy special materials or equipment to aid pupils' learning.

All SEND pupils will be helped in class by their subject staff providing a stimulating, adapted curriculum encompassing personalised learning. Staff may seek advice from the SEND Team to help them to prepare appropriate materials/lessons to enable pupils with SEND to access a balanced and broadly based curriculum.

The SEND Team aim to ensure that staff are aware of vulnerable pupils and the interventions

required. We are committed to creating an inclusive vision and culture where all staff understand responsibility and accountability, so that pupils make progress irrespective of their level of need and the barriers to learning that they may encounter.

### **Additional provision**

Some pupils are provided with interventions that are additional to or different from those offered as part of the school's usual differentiated curriculum. This stage is known as SEN Support. If pupils make little or no progress despite the support given by intervention work, the help of external services may be sought. In a very small number of cases a 'statutory assessment' can be made by the LA (Local Authority) which may lead to the issuing of an EHCP.

Interventions include:

- In-class support
- Social skills and social stories particularly for pupils with ASD
- Speech, Language and Communication sessions
- LEGO Therapy
- Restorative Justice (Rj) conferences to resolve issues of conflict
- Anger management and behaviour modification for pupils with SEMH through Drama Therapy, Play Therapy, Learning Mentors and The Outreach Service
- Mentoring
- Transition work for pupils coming to the end of all phases
- Exam access arrangements
- ICT software
- School Nurse Service (where applicable)
- Educational Psychology (EP) assessment and advice
- Hearing Impairment Service monitoring and support
- Visual Impairment Service monitoring and support
- Child and Adolescent Mental Health Service - CAMHS
- Social Services (this includes support for children which are looked after)
- MASH/Early Help Service
- Youth Offending Service – YOS
- Attendance and Welfare Service
- Alternative Provisions, e.g. Pupil Referral Unit / Special School for SEMH
- Speech and Language Therapy team intervention and support
- Specific Learning Difficulties Team monitoring and support
- The Communications Clinic assessment and advice
- Local Authority SEN support advisors
- Lewisham SEN case workers for individuals with EHCPs

These agencies provide the pre and post referral information needed by external support services to enable them to make an assessment of the needs of individual pupils with significant problems and to advise us on approaches and strategies and other agencies that might support the child's SEND in order for them to make progress.

Pupils with physical disabilities follow a basic exercise programme set by a specialist physiotherapist. Some may have support in lessons and adaptations made in the classroom. They can also be allowed to leave lessons five minutes early, sometimes accompanied by a member of staff if they

need access to the lift. Information is shared with staff and care plans are prepared by the school (with some support for external agencies), for these pupils it has been important to make all staff aware of specific needs and symptoms, emergency procedures (including PEPs – Personal Evacuation Plans) and issue pupils with medical notes in their journal to be used if they feel unwell. When trips are organised, their needs are taken into account to ensure that they can fully participate.

In addition to the initial assessment of pupils (and those regularly carried out by class teachers), regular assessments are conducted in order to measure progress and to inform the teaching by all the staff within the school. Those pupils at SEN support level will have a regular review of their progress and targets. Staff are informed of new and reviewed targets from professionals, which may be included in IEPs for some pupils.

## **SECTION B2: Identification, Assessment and Review**

### **How SEND pupils are identified and their needs determined and reviewed.**

The triggers for intervention through SEN Support, will follow the concern, underpinned by evidence, that a pupil, despite receiving differentiated learning opportunities (the universal offer for all pupils), has made little or no progress. Help from external services is requested. The trigger for this level is that despite receiving an individualised programme and concentrated support the pupil continues to make little or no progress.

A request for a statutory assessment for an Educational Health Care Plan (EHCP) will be made to the local authority where a pupil:

- Demonstrates significant cause for concern.
- Has failed to respond to strategies developed through the SEN Support programme.

We have adopted this graduated response to SEND. See the SEN Code of Practice for details.

### **Arrangements made for coordinating the provision for pupils with SEND within the school**

We aim to identify and assess the SEND of pupils and match them with appropriate provision with a view to supporting and raising their achievement. The range and quality of SEND provision is continually monitored and pupils benefit from coordinated provision by developing close partnerships with parents, external agencies, health and social services. See the school provision map for further information.

The SEND Team and others working across the school, support pupils with a range of needs, using our expertise we aim to enable these pupils to access the curriculum and the social community of the school.

### **Pupils should have their individual needs clearly and carefully identified, assessed, recorded, monitored and reviewed.**

This is achieved by:

- a) The SENCo recording any Special Educational Needs and Disabilities (SEND) concerns that primary school staff have at the 'primary/secondary transfer day' in the summer term, prior

to pupils starting in Year 7. For any particularly vulnerable pupils, the SENCo or a member of the Inclusion team or YPL will visit the primary feeder school for a meeting, often involving parents, to discuss transition, needs and support.

b) Trinity completes the Reception Baseline Assessments at the start of EYFS. Trinity tests all pupils on entry for reading and spelling (secondary phase).

c) The SEND Team collects as much information as possible from a variety of sources: EYFS/primary records, teacher interviews, reports, parent/carer interviews, pupil interviews, classroom observation, formal testing, medical staff and or medical records, social services, educational social workers, educational psychologists.

a) Staff can refer pupils to us on our referral form and those pupils for whom it is felt it would be beneficial.

b) Ascertaining the strengths, weaknesses, abilities and disabilities, as well as, levels of achievement of all of our pupils. We will further assess individuals to help us produce accurate records and make accurate assessments of pupils' SEND. We may involve agencies such as the educational psychological service in this.

c) The SENCo communicates information on pupils' strengths, weaknesses, coping strategies and medical issues, as well as advice on teaching strategies, interventions and preventative work to all staff in order to enable them plan accordingly and provide for differentiation.

d) General information on pupils and their needs is regularly updated.

e) Regular reviews of the educational progress of all pupils and especially of those with SEND.

f) Those pupils with EHCP's should have at least yearly reviews to help staff, parents and themselves to see what their difficulties are and how to improve. This can be brought forward, as necessary, for an interim review. Parents and pupils should be involved in these processes when possible.

## SECTION B3: Evaluating Success

### **How the governing body evaluates the success of the education which is provided at the school to pupils with SEND.**

The Governing body monitor and evaluate the successful implementation of the SEND policy to ensure that the principles and objectives laid out in the first part of this document are adhered to. The evaluation will take part annually and will acknowledge the aspects of the policy and practice that are successful and those that will be a priority in the School Improvement Plan in the following year.

The following aspects will be reviewed and evaluated annually:

- The system for identifying and assessing pupils with SEND
- The provision designed to meet the pupils' SEND
- Record keeping for SEND
- The allocation of resources for pupils with SEND

Careful pupil tracking ensures that we have high expectations of all of our pupils and that any trends in the progress of groups of pupils are checked. The progress cycle ensures that strategies are applied if it is felt that any group of pupils are not making the progress they should.

Other ways of assessing the success of the policy include:

- Monitoring of classroom practice by subject, phase, year leads and SLT
- The annual School Evaluation Form and School Improvement Plan

## **SECTION B4: Complaints Procedure**

Any arrangements made by the governing body relating to the treatment of complaints from parents/carers of pupils with SEND concerning the provision made at the school. We consider that our school has an 'open door' policy which allows for parents/carers and staff to work together to support pupils' learning. However, there may be times when parents/carers remain unhappy with the nature of the provision available to their child.

- Our policy is to make sure that every opportunity is made available for parents to air any issues they may have, as soon as possible. In the first instance, concerns should be discussed with the class teacher, subject, year or phase lead.
- If the parent/carer is not satisfied with the response, then the Deputy Headteacher (Primary SENCo – Camila Martinez, or Secondary SENCo – Clare Shobbrook), should be contacted via email. A response will be made within 5 working days.
- If the matter is not resolved, the Executive Headteacher should be approached.
- In the very rare circumstances where the concerns are felt to have been inadequately addressed by the DHT or the Executive Headteacher, the Governing Body should be contacted in line with Lewisham's Policy on complaints to Governors, (this can be done via the school office). Copies of this are also available from the school or directly from Lewisham Education.
- If, following a response from the Governing body, the parent/carer feels that the complaint has not been adequately addressed, they are entitled to contact the local authority, who will then apply their own complaints procedure.

We expect all members of the school staff to handle concerns or complaints SEND sensitively and listen and respond to parents/carers appropriately.

## **SECTION B5: Staff Development and Performance Management/Appraisal**

Any arrangements made by the Governing body relating to in-service training (INSET) for staff in relation to SEND. We recognise the importance of regular staff training to ensure that we keep up-to-date as well as exploring new areas of knowledge in relation to SEND. In order to do this we are committed to the following cycle of staff training:

- Regular child protection updates and yearly full safeguarding training
- SENCO and specialist TAs receive regular training in the full range of SEND
- The SENCo to have a nationally recognised Masters Level qualification in SEN Coordination
- Whole-staff training on SEND is included in the regular cycle of INSET

- The SENCo provides training to ECTs, Teach First and other staff across the school in a range of SEND issues
- The SENCo makes available information on SEND and strategies, along with differentiation methods
- The SENCo and SEN Manager provides personalised learning information on individual pupils to all staff to support them across the school.

## SECTION B6: Links with Other Agencies, Organisations

The use made of teachers and facilities from outside the school, including links with support services for SEND. The SENCo (and SEN Manager) are responsible for liaising with external agencies and support services in respect of pupils who are considered SEN Support. This includes:

- Termly meetings with the educational psychologist (EP)
- Liaising with the Sensory Teachers Team - Hearing Impairment (HI) Service & Visual Impairment (VI) Service as/where necessary
- Liaising with the Communication Clinic
- Liaising with the Communication and Interaction Team.
- Liaising with the Specific Learning Difficulties (SpLD) Outreach Service
- Liaising with the Speech and Language Therapist - SALT
- Liaising with CAMHS (Child and Adolescent Mental Health Service)
- Liaising with any alternative provisions
- Liaising with the YOS (Youth Offending Service)
- Liaising with the school nurse service
- Liaising with Local special schools for support and interventions
- Chairing annual review meetings
- Attending Team Around the Child (TAC) meetings to provide information on learning and behaviour where necessary
- Where pupils are dual registered, half-termly meetings are held between staff at both settings to check on progress and consider any changes to arrangements as necessary
- Liaising with the School Counsellor and the Attendance, Welfare and Safeguarding Officer

### The role played by parents of pupils with SEND

Parental viewpoints as well as their experience of their own daughter/son are more extensive than ours; we recognise this and wish to work in partnership with parents at all stages of their child's education and progress.

- Parents/carers are vital to the learning process, we want to encourage and maintain effective communication between home and school. Parents are always welcome to email or phone, or to make an appointment to come in
- We value parents/carers input in the decision-making process to meet their child's SEN needs and inform school practice.
- The SENCo or SEN Manager's aim to be available at every parents evening to discuss any concerns. Effective use is made of parents' evenings and other regular meetings to give clear and accurate information to parents/carers as to their child's strengths, areas for development and how they are being addressed within lessons.

- We produce IEPs (Individual Education Plans) where needed for some pupils on the SEN register, and complete Annual Reviews. These need to be considered and evaluated together with parents/carers.
- Where we need to take further advice on a pupil's individual needs, we invite parents/carers in for a meeting to complete a referral form in order to access outside agency support and advice for some of our SEND pupils who have particular additional needs.
- We endeavour to attend all annual review meetings of Year 6 pupils with an EHCP in primary schools, where Trinity is identified as their first-choice preference.
- Meetings with parents/carers can be beneficial in considering ways of supporting pupils at home.
- We have information on the parent partnership advisor who works with parents/carers whose child is going through a full assessment and those who have statements.

The systems in place for parents/carers to have easy access to the correct member of staff to answer their concerns and feel welcome:

- If parents/carers have a general concern about their child – they should get in touch with the child's classroom teacher or family group leader
- If parents/carers have an SEN concern – contact the SENCO, SEN Lead, SEN Manager or SEN HLTA's

Parents/carers can contact us by:

1. Phoning the school and leaving a message for a member of staff
2. Emails can also be sent and forwarded to staff - [admin@trinity.lewisham.sch.uk](mailto:admin@trinity.lewisham.sch.uk)
3. Information can also be found on the school's website

### **Involving pupils**

We recognise that pupils with SEND have a unique knowledge of their own needs and circumstances. They will be encouraged to participate in all the decision-making processes that occur, including:

- Setting of learning targets
- Contributing to their targets/IEPs/notes on the SEN register
- Assessment of their needs
- Their annual review
- Transition planning
- Giving feedback about units of work and support
- The strategies that are most effective in helping them learn
- Trinity Voice

It is expected that all pupils, regardless of level of learning, will take part in the decisions that are important to them. Where necessary, additional adult time is made available to them to record their views and make comment during consultations.

**Links with other schools, including special schools, and the provision made for the transfer of pupils with SEND between schools or between school and the next stage in life or education.**

We achieve this by:

(a) The development of links with the SENCOs of other schools especially those in the primary phase.

(b) Recording information about pupils with SEN from the 'Pupil passport' when they transfer from primary to secondary school.

(c) Meeting face to face with primary school representatives to share more detailed information at the Primary/Secondary Transfer Day.

(d) The department endeavours to attend all annual review meetings of year 6 pupils with a statement in primary schools, where Trinity is identified as their preference.

(e) We also attend TAC (Team around the Child) meetings at primary schools for identified vulnerable pupils.

(f) The SEND Team invites all SEND parents/carers to a transition morning in the Summer term before their children start school with us, to provide information on the support available to their children in school and to suggest ways of supporting their children to make a positive transition to secondary school.

(g) The Inclusion team read through the SEND folders of pupils at the start of year 7 to gauge the level of input a pupil is receiving from outside agencies and to plan for any support needed in school.

(h) The SENCo attends the Lewisham SENCo Network each term, which enables close liaison with other school inclusion managers.

(i) We support the casual admission with induction procedures to support pupils transferring to us from other schools.

(j) We prepare EHCP and vulnerable pupils, especially those with ASD, for transition to secondary school, sixth form, college or work in year 6 & 11 with a programme of work which supports transition.

**Links with health services, social services and welfare services and any voluntary organisations that work on behalf of the pupils with SEND.**

Some of the services work closely with the school throughout the year:

- Sensory Teachers Team - Hearing Impairment (HI) Service. Visual Impairment (VI) Service
- Specific Learning Difficulties Team
- Drumbeat Outreach Services
- STEPS – Educational Psychologist services
- Speech and Language Therapist - SALT
- CAMHS (Child and Adolescent Mental Health Service)
- The school nurse service
- Social Services including the Local Authority Education and Welfare Service
- YOS (Youth Offending Service)

## References

- Special Educational needs Code of Practice – 2015
- Tools for Improving Outcomes for Children and Young people with SEND &/or Disabilities – Suzanne O’Connell, Barbara Roberts, Christine Newton – Forum 2010
- The SENDCO Handbook second edition – Sue Soan - Optimus Education 2010
- SEND Toolkit DfES 2001

## Definitions of key SEND terms – Acronyms

ADD/ADHD - attention deficit (and hyperactivity) disorder

AEN - additional educational needs (SEND and EAL)

ASD/ASC - autistic spectrum disorder or condition

BESD - behavioural, emotional and social difficulties

BESTs - behaviour and education support teams

BSL - British sign language

CAFCASS - Children and Family Court Advisory and Support Service

CAMHS - Child and Adolescent Mental Health Service

CoP - Code of Practice

CP – Child Protection

DAMP - deficits in attention, motor control and perception

DDA - Disability Discrimination Act

DOB – Date of birth

Dyslexia (also known as SpLD)

EAL - English as an additional language

EBD - emotional and behavioural difficulties

EHCP – Educational, Health Care Plan

EHCNA – EHC Needs Assessment

EMS – English, Maths, Science

EP – Educational Psychologist

EWO - educational welfare officer

FLO - family liaison officer (or support worker)

FSM – Free school meals

G&T – Gifted and Talented

HI – Hearing Impairment

HLTA \_ Higher Level Teaching Assistant

HOC – Head of Cluster

HOD – Head of Department

YPL – Year Progress Leader

IEP - individual education plan

IQ - intelligence quotient

KS - Key Stages

KS2 – Juniors – years 4, 5, and 6

KS3 – Secondary age, years 7, 8, and 9

KS4 – Secondary age, years 10 and 11

LA - local authority

CLA - looked-after child

LDD - learning difficulties and/or disabilities

LSA - learning support assistant

LST - learning support teacher

LSU - learning support units  
MLD - moderate learning difficulties  
MSI - multi-SENdsory impairment  
OCD - obsessive compulsive disorder  
ODD - oppositional defiance disorder  
OT - occupational therapy/therapist  
PBM – Positive Behaviour Management  
PEP - personal education plan  
PEP – personal evacuation plan (for physically disabled pupils, in case of fire etc.)  
PEX – Permanent exclusion  
PI – Physical Impairment  
PIVATS - performance indicators for value added target-setting  
PMLD - profound and multiple learning difficulties  
PPS - parent partnership scheme  
PRU - pupil referral unit  
PSP - pastoral support plan  
PTSD – Post Traumatic Stress Disorder  
RAG analysis – attributing Red, Amber or Green to plans as to whether they are: not started = Red; started = Amber; completed = Green.  
S – Statemented (pupils who have a statement of special educational need)  
SaLT - speech and language therapist  
SCD - sickle cell disorder  
SEBD – Social emotional and behavioural difficulties  
SEND - Special Educational Needs  
SENDCo – Special educational needs co-ordinator  
SENDD - Special Educational Needs and Disabilities  
SENDDisT - special educational needs and disability tribunal  
SID - SENdsory integration disorder/dysfunction  
SLCN - speech, language and communication needs  
SLD - severe learning difficulty  
SLT - speech and language therapist  
SMART targets – Specific, measurable, achievable, realistic, time-related targets  
SpLD - Specific learning difficulty (also known as dyslexia)  
TA - teaching assistant  
TAC – Team Around the Child meeting  
VAK - visual, auditory, kinaesthetic  
VI – Visual Impairment  
VRT - Voice Recognition Technology  
YC – Young Carer  
YOS – Youth Offending Service  
YP – Young person