



Katherine Warrington School

SPECIAL EDUCATIONAL NEEDS / DISABILITY (SEND) INCLUSION POLICY

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INCLUSION POLICY

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Introduction

At Katherine Warrington School we welcome and value all students. We strive to deliver a fully accessible social and academic curriculum. We continually adapt our systems and structures: curriculum, building, attitudes and values in order to make the school an inclusive, welcoming environment which reflects current educational philosophies and legislation.

The policy is in keeping with the school's aims, ethos and values and aligns with our policies for teaching and learning, equal opportunity, and behaviour. The school is committed to a policy of inclusion: one in which the teaching, learning achievements, attitudes and well-being of all students matter – including those identified as having special educational needs and disabilities (SEND). The culture, practice, management and deployment of the school's resources are designed to ensure all students' needs are met through participation, and enjoyment of all aspects of school life, and having the opportunity to meet their full potential and to develop skills for life.

The Governing Body expects that all students, regardless of background or ethnicity, ability, and behaviour, including those with SEND, are valued equally at Katherine Warrington School. Different students' needs are recognised, respected, and met through varied and flexible provision throughout the curriculum to enable them to thrive and achieve.

Objectives & Guiding Principles of the SEND / Inclusion Policy

- Value all of our students and staff equally
- Ensure we meet equalities guidance (*Equality Act 2010*) effectively across the school
- Ensure we meet SEND guidance (*Code of Practice 2014*) effectively across the school and through working collaboratively with local professional and government bodies in education, health and social services, and parents/carers
- Ensure a consistent approach to SEND throughout the school in accordance with this policy
- Offer students with SEND the same experiences as their peers and ensure all students are enabled to have positive outcomes and reach their personal potential
- Provide an inclusive education, whereby all students' needs are identified, and appropriate action is taken to ensure full access to the curriculum for all students e.g. adapting resources for students with dyslexia, recognising the social background of each student and adapting resources accordingly e.g. English as an Additional Language (EAL)
- Support will be designed to build independence, not dependence, as the overall goal of the school is to enable students to be prepared to succeed beyond their school journey
- Identify and assess early individual learning needs through assessment procedures e.g. CAT testing, SATs, baseline scores in reading and spelling, and mathematics, and through discussion with colleagues and the Special Educational Needs Co-ordinator (SENCo), and parents/carers.
- Use Edukey to monitor specific needs and to inform implementation, review and updating of provision for students with SEND
- Provide documents accessible for all staff on Edukey detailing additional or specific provisions for SEND students, and students with an Education, Health and Care Plan (EHCP) (*SEND Code of Practice 2014*)

- Present Student Passports accessible for all staff on Edukey using student voice to inform strategies to support the student—with clear targets for their learning.
- SEND pupils will have opportunities to express their pupil voice and, where appropriate, to be fully involved in any matters affecting their provision.
- Assess students to determine their normal way of working e.g. use of a laptop to record, extra time for processing, and seek external assessment to determine whether they will qualify for Access Arrangements for external examinations in year 11 and 13.
- Bi-annually review the students on the SEND register to identify whether the student requires specific provision and should remain on the SEND register or whether they can meet global provision within KWS
- Staff able to make adaptations to lessons and work e.g. pace, style, challenge and content according to the student's age, gender orientation, experience, and identified needs in order to access fully the learning
- Encourage and support all staff to take responsibility for meeting the learning needs of all students and to respect individual learning needs
- Develop the skills of staff in SEND issues and initiatives through regular CPD opportunities and active communications and signposting information and resources
- Encourage all parents/carers to recognise that they have a joint responsibility with the school to meet their child's specific needs and to play a collaborative role by working in partnership with school to be fully informed of progress and need
- Recognise that inclusion in education is one aspect of inclusion in our society.

Definition of Special Educational Needs

Definitions of special educational needs (SEN) taken from section 20 of The Children and Families Act 2014.

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them. 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.

The SEND Code of Practice provides statutory guidance on duties, policies and procedures relating to Part 3 of The Children and Families Act 2014 and associated regulations (The Special Educational Needs and Disability Regulations 2014 • The Special Educational Needs (Personal Budgets) Regulations 2014 • The Special Educational Needs and Disability (Detained Persons) Regulations 2015 • The

Children and Families Act 2014 (Transitional and Saving Provisions)(No 2) Order 2014, and applies to England. It relates to children and young people with special educational needs (SEN) and disabled children and young people.

Under the SEND Code of Practice 2014, children with the most complex needs are supported through an Education, Health and Care (EHC) Plan (*see page 9-10 of this policy*).

Further details about the SEND Code of Practice can be found on the Department for Education website: www.education.gov.uk/schools/Studentsupport/sen

The SEND Local Offer is a resource designed which describes the services and provision available both to those in Hertfordshire with an EHC Plan and those who do not have a Plan, but still have some form of SEND. The Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

<https://www.hertfordshire.gov.uk/microsites/local-offer/national-and-local-send-policies.aspx> or email localoffer@hertfordshire.gov.uk if information is not available on Hertfordshire's Local Offer website.

Learning Challenges:

Students may need support if they have:

- A specific learning difficulty, neurological or cognitive disadvantage which affects their ability to learn at the same rate as the majority of their peers e.g. dyslexia, dyspraxia, attention deficit-hyperactivity disorder, dyscalculia and dysgraphia
- A specific learning difficulty which may or may not be linked to a cognitive disability e.g. sensory distraction or overload: an inability to screen out extraneous visual or auditory stimuli.
- A speech and language impairment affecting their ability to comprehend.
- A behavioural impairment affecting their ability to concentrate and therefore to learn effectively.
- A sensory impairment or sensory processing disorder.
- A physical disability e.g. a visual or auditory impairment, physical impairment.
- An emotional disability which can affect their ability to learn.
- Experienced Adverse Childhood Experiences (ACEs) or trauma which impact on mental health and anxieties
- A syndrome which limits the extent to which they can access the curriculum as easily as their peers.
- An extended period of absence. This could occur for a variety of reasons.
- Students who speak English as their second language (EAL).
- Students who speak a different language at school to the one they speak at home, but additionally have a learning difficulty.

Admissions and Inclusions

Students with SEND will be admitted following procedures adopted by Hertfordshire County Council and the school's Admissions Policy. Students with an EHC Plan will be admitted where this is in accordance with the parents' preference and where this is compatible with the efficient education of other children. With the introduction of the Single Equality Scheme in April 2012, the right to a mainstream place for students with disabilities has been strengthened. Should a place for a student with a disability be requested, the student cannot be refused a place on the grounds of that

disability unless the Governing Body gives specific reasons why it cannot make reasonable adjustments for the student.

Currently all the school buildings have been adapted for the use of students with physical impairments. Should the need arise, the Trustees will make every effort to accommodate a student's particular needs and work with the Local Authority (LA) to improve facilities.

An Accessibility Audit has been carried out around the school site with advice from the LA and a four year Accessibility Plan has been produced. This is reviewed on an annual basis.

Roles and Responsibilities

Key individuals:

- Headteacher (the responsible person under the Code of Practice);
- Special Educational Needs Co-ordinator (SENCo) (Assistant Head)
- Link Trustee for the SEND Department;
- SEND admin with Access Arrangement training
- Class teachers;
- Teaching Assistants;
- Pastoral support team;
- Outside agencies.

The SENCo is responsible for:

- Overseeing the day to day operation of the school's SEND policy.
- Coordinating provision for students with SEND.
- Liaising with and advising colleagues.
- Liaising with pastoral colleagues concerning issues of behaviour management.
- Managing a team of Learning Support Assistants and a Learning Support Teacher.
- Overseeing the records of all students with SEND and monitoring their individual academic performance and progress over time.
- Liaising with parents/carers of students with SEND.
- Contributing to the in-service training of staff and encouraging staff development.
- Liaising with external agencies including the LA's SEND support, LA psychology services, health, social services, and voluntary bodies.
- Reporting progress or otherwise against set targets to Headteacher/Line Manager.

Current Procedures for Graduated Response (Assess, Plan, Do and Review)

Identification:

See definition of **Special Educational Needs** at start of policy.

A graduated approach: 'Every Teacher is a Teacher of SEND'.

Quality First Teaching: 'The baseline of learning for *all* students'.

1. Any student who is falling significantly outside of the range of expected academic achievement in line with predicted performance indicators and grade boundaries will be monitored.
2. Once a student has been identified as *possibly* having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
3. The subject teacher will take steps to provide differentiated learning opportunities that will aid the student's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
4. The SENCO will be consulted as needed for support and advice and may wish to observe the student in class.
5. Through the above actions it can be determined which level of provision the student will need.

6. If a student has recently been removed from the SEND register they may also fall into this category as continued monitoring will be necessary.

7. Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. Parents are encouraged to share information and queries with the school.

8. The student is monitored if concern is raised by parent or teacher but this does not automatically place the student on the school's SEND register. Concerns are discussed with parents/carers. It is recorded by the school as an aid to further progression and for future reference.

9. Student progress meetings, academic tutorials and parent evenings are used to monitor and assess the progress being made by all students. The frequency of these meetings is dependent on individual progress.

SEND Support:

Where it is determined that a student does have SEND, parents will be formally advised of this before inclusion of the individual on the school SEND register. The aim of formally identifying a student with SEND is to help ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four part process indicated below:

- Assess
- Plan
- Do
- Review

This cycle enables provision to be refined and revised as the understanding of an individual grows. This cycle enables the identification of those interventions which are the most effective in supporting the student to achieve good progress and outcomes.

Assess

In identifying a child as needing SEND support the teacher, working with the SENCO should carry out a clear analysis of the student's needs. This should draw on subject assessments, teacher observations and details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The opinion and feelings of the individual and advice from external support services will also be considered. Any parental concerns will be recorded and compared with the school's information and assessment data on how the student is progressing.

A student joining the school from primary school with SEND has a starting point or 'benchmark' upon entry against which progress can be measured. This information is gained from the primary school prior to the student entering the school. This makes use of national data and teacher assessments as well as specialist testing or assessments. Students with SEND have agreed targets to support them in making adequate progress which is tracked and monitored over time. Progress is monitored using the methods discussed above and supported by the following methods:

- Group targets
- Value added data
- National Curriculum targets
- Reading and spelling assessments
- Literacy and numeracy targets

This analysis will require regular review to ensure that support and intervention is matched to need; barriers to learning are clearly identified and being challenged and that the interventions being used are developing and evolving as required. Where external support staff are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

Plan

When it is decided to provide a student with SEND support, parents will be informed. Planning will involve consultation between the teacher, Head of Year, SENCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the student, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

Do

The form tutor, Head of Year and subject teachers remain responsible for working with the student on a daily basis. They will retain responsibility even where the interventions may involve group or 1:1 teaching away from the mainstream classes. They will work closely with teaching assistants and relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the student's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCO.

Review

Reviewing student progress will be made at whole school assessment points (three times per academic year). The review process will evaluate the impact and quality of the support and interventions. The SENCO will revise the support in the light of student progress and development, and will make any necessary amendments going forward in consultation with parents and subject teachers.

Referral for an Education, Health and Care (EHC) Plan

If a student has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the student are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

The decision to make a referral for an Education, Health and Care Plan will be taken at a progress review involving parents, SENCO and Head of Key Stage 3/4 & 5 if applicable.

The application for an Education, Health and Care Plan will combine information from a variety of sources including: KWS Special Educational Needs/Disability (SEND) Inclusion Policy.

- Parents
- Teachers
- SENCO
- Social Care
- Health professionals

Information will be gathered relating to the current provision and a summary of any action points taken; the preliminary outcomes of the targets set form the basis of the profile. A decision will be made by a group of people from education, health and social care about whether the student is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

<https://www.hertfordshire.gov.uk/microsites/local-offer/national-and-local-send-policies.aspx>

Education, Health and Care (EHC) Plan

1. Following Statutory Assessment, an EHC Plan will be provided by Hertfordshire County Council, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Both staff in school and parents will be involved in developing and producing the EHC Plan.
2. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the EHC Plan if it differs from their preferred choice. For any concerns with the content with the EHC Plan, please see <https://www.hertfordshire.gov.uk/microsites/local-offer/education-health-and-care-plans/resolving-issues-relating-to-ehcps.aspx#>
3. Once the EHC Plan has been completed and agreed, it will be kept as part of the student's formal record and reviewed at least annually by staff, parents and the student. The **Annual Review** enables provision for the student to be evaluated and, where appropriate, for changes to be put in place.
4. KWS has an internal monitoring system to ensure all reviews are carried out in line with the statutory requirements.

An online link to the Hertfordshire SEND Local Officer can be found on the school website school SEND information report.

For further information please contact the school.

Access to the Curriculum, Information and Associated Services

Students with SEND will be given access to the curriculum through the specialist SEND provision provided by the school as is necessary, as far as possible, taking into account the wishes of parents and the needs of the individual.

Every effort will be made to educate students with SEND alongside their peers in a mainstream classroom setting. Where this is not possible, the SENCo will consult with parents for other flexible arrangements to be made.

Regular training and learning opportunities for staff on the subject of SEND and SEND teaching are provided both in school and across the partnership of schools. Staff members are encouraged to attend voluntary twilight and Inset training to further develop skills and knowledge.

Intervention and Provision

Depending on the evidence gathered, and the results of review discussions with parents/students this might include:-

- In class support
- Differentiated learning materials
- Specialist equipment
- Paired reading
- Homework Club
- Individual and group literacy support provided by a specialist in SpLD
- Reading group
- Mentoring - key workers for EHCplan and vulnerable children
- Access to therapeutic activities to support self regulation including use of 5 point scale.
- Use of e.g.PL support cards, early lunch pass, 5 minutes early cards
- Social skills support
- Counselling opportunities
- 1:1 specialist teacher SPLD (Specific Learning Difficulties/Dyslexia) support for identified students
- Behaviour or Anger Management including Herts Steps response.
- Providing work experience placements (when applicable)
- Access Arrangements for external examinations
- Protective behaviours programmes
- Additional transition support for incoming students at year 7 and arriving late in the year
- Anxiety support programmes

Edukey Provision Maps

At Katherine Warrington School the Provision Map is for a student identified as requiring special educational provision or a student with an EHC Plan and includes information on:-

- the student profile
- provision put in place
- teaching strategies to enable learning to take place
- the review date to monitor individual student progress over time

Ensuring Access to the Curriculum for Students with SEN:

The SENCO, and Senior Leaders are responsible for:

- Keeping staff fully informed of the special educational needs of any students including sharing progress reports, medical reports and teacher feedback.
- Providing regular training and learning opportunities for staff in all departments on the subject of SEN and SEN teaching. Ensuring staff members are kept up to date with teaching methods which will aid the progress of all students including those with SEN.
- KWS Special Educational Needs/Disability (SEND) Inclusion Policy.
- KWS SEND Information Report.
- In-class provision and support being deployed effectively to ensure that the curriculum is differentiated where necessary.
- Individual or small group tuition being available where it is felt that students would benefit from this provision.
- Setting appropriate individual targets that motivate students to do their best, and celebrating achievements at all levels.
- Putting arrangements in place to support students with medical conditions.

Inclusion of Students with SEN

The Headteacher, Mr Martin, oversees the Policy for Inclusion and is responsible for ensuring that it is implemented effectively throughout the school.

The school curriculum is regularly reviewed by the Senior Leadership Team to ensure that it promotes the inclusion of all students. This includes learning outside the classroom and off site provision.

The school will seek advice where appropriate around individual students, from external support services through the termly 'leadership meetings'. Where a behavioural incident warrants exclusion the relevant Head of Year, Pastoral Leader and member(s) of the Senior Leadership Team will consider the incident in line with KWS Exclusion Policy.

SEND pupils are provided with skills and strategies to support challenging behaviours but that, whilst reasonable adjustments will be made according to individual need, they do not replace the normal disciplinary procedures and the wider school behaviour policy will apply to all children.

Evaluating the Success of Provision

In order to make consistent continuous progress in relation to SEND provision the school encourages feedback from staff, parents and students during the academic year. Parents, staff and students are given an opportunity to evaluate the effectiveness of provision by means of a parent survey and parent consultation evenings

Student progress will be monitored on a termly basis in line with the SEND Code of Practice and the KWS policy on Assessment, Recording and Reporting.

<https://kwschool.co.uk/wp-content/uploads/2025/10/Assessment-Recording-and-Reporting-Policy-October-2025.docx.pdf>

This will be collated and published by the governing body of an academy school on an annual basis in accordance with section 69 of the Children and Families Act 2014.

KWS rigorously monitors data for students with SEND to ensure provision is effective, appropriate and continually improving. Data is analysed at an individual, group and whole-school level to ensure students are making expected or better than expected progress from their starting points. Patterns in attendance; attainment; behaviour, and exclusions are analysed to identify inequalities and ensure compliance with the Equality Act 2010

Working in Partnership with Parents

Katherine Warington believes that a close working relationship with parents is vital in order to ensure:

- Early and accurate identification and assessment of SEND leading to the correct intervention and provision.
- Continuing social and academic progress of children with SEND to enable personal success.
- Parental views are considered and valued.

The SENCO provides support to teaching staff throughout the academic tutorial process and will attend parental meetings upon request.

In cases where more frequent regular contact with parents is necessary, this will be arranged based on the individual student's needs. The SENCO may also signpost parents of students with SEND to the local authority SENDIASS service where specific advice, guidance and support may be required.

If an assessment or referral indicates that a student has additional learning needs the parents and the student will always be consulted with regards to future provision. Parents are invited to attend meetings with external agencies regarding their child and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. The school's SEND link trustee may be contacted via email through the school in relation to SEND matters.

Working in Partnership with Outside Agencies

External expertise and support are requested, where needed, from services provided by the Local Authority (LA) including Communication and Autism, Physical and Neurological Impairment (PNI), Visual Impairment (VI) and Hearing Impairment (HI), Specific Learning difficulty (SpLD), Educational Psychology, and by the NHS Speech and Language Therapy Service. A multi-agency team may become involved where a number of different agencies is required, Families First Assessment meetings may be organised and led by Family Support Workers from Harpenden Partnership Plus. For Looked after Children, the support of advisory and support workers from the Virtual School is accessed.

Staff Development and Funding

We aim to provide opportunities for all staff to develop their ability to meet students' individual needs. The financial provision for SEND will be monitored by the SENCO, Senior Leadership Team /Trustees and will be reviewed in the School Improvement Plan and the school's annual budget.

Any current issues to do with SEND, student needs/ provision as well as regular CPD are given to staff as part of their staff induction programme and throughout the school year.

Staff are kept fully informed about LA, national and regional training courses, seminars and networks which relate to inclusive educational practice. Staff attending any courses are expected to disseminate and share their knowledge with other staff within the school. Staff are also encouraged to observe good inclusive practice within the school and also in other schools.

Complaints Procedure

Where parents/carers have concerns about our school's SEND provision, they should first raise their concerns informally with the SENCO. If this does not resolve their concerns, parents are welcome to submit their complaint formally.

Formal complaints about SEND provision in the school should be made in accordance with the school's complaint policy which can be found on our website:

<https://kwschool.co.uk/wp-content/uploads/2025/07/Complaints-Procedure-July-2025.docx.pdf>

SEND and Inclusion Policy – Review

The Trust Board will regularly review the provision for students identified with SEND and consider the effectiveness and impact of the work done by the school.

This policy will be reviewed on an annual basis as part of the school's self-evaluation programme.