

# Langley Grammar School

## Individual Needs Policy

October 2024



### 1. Rationale

We are committed to ensuring all students at Langley Grammar School, including students with Special Educational Needs or Disabilities (SEND), achieve excellent academic outcomes and are given access to wider opportunities.

We aim to remove potential SEND barriers for individuals and groups of students in order for them to develop into well-rounded, confident and successful young people.

We also will ensure that students with individual needs receive high quality teaching and support through the graduated approach whilst keeping the child and their needs at the centre of every process.

### 2. Legislation, guidance and links to other policies

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for students with SEND.
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEND information report.

This policy also complies with the requirements of the school's funding agreement with the Department for Education and articles of association as an academy trust.

This policy links to:

- The **SEND Information Report**, published annually
- Supporting Students with Medical Conditions Policy
- Accessibility Plan.

### 3. Definition of Special Educational Needs and Disabilities (SEND)

A student has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- a significantly greater difficulty in learning than the majority of others of the same age, or
- a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

Special educational provision is education or training that is in addition to, or different from, the provision all children or young people of the same age receive within mainstream schools.

Special educational needs and provision falls under four areas:

- a) **Communication and interaction** - for example, autistic spectrum disorder (ASD), speech and language difficulties;

- b) **Cognition and learning** - for example, dyslexia, developmental co-ordination disorder;
- c) **Social, emotional and mental health difficulties** - for example, attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD);
- d) **Sensory and/or physical needs** - for example, visual impairments, hearing impairments.

#### 4. Education, Health and Care Plans

Students with EHCPs have an annual review with their parents/carers and the INCo (Individual Needs Coordinator). An Educational Psychologist and/or other necessary external agencies are invited to the review meeting. The pastoral team (Phase Leaders and Form Tutor) are also invited to the review meeting. The first annual review takes place a year after the final EHCP was issued and then at the same time every year after.

#### 5. Provision for Students with Special Educational Needs or Disabilities

Students with SEND are the shared responsibility of **ALL** staff.

##### a) Subject Teachers

<b>Assess</b>	<ul style="list-style-type: none"> <li>• Regularly assess SEND students' progress in line with school policy.</li> <li>• Contact the Individual Needs Team via email if there is a concern that a student may have SEND.</li> </ul>
<b>Plan</b>	<ul style="list-style-type: none"> <li>• Plan inclusive, high-quality lessons which meet the needs of all students.</li> <li>• Use information provided about SEND students when planning lessons or creating resources.</li> <li>• Liaise with the Individual Needs Team if in doubt as to how to best meet a SEND student's needs.</li> <li>• Attend relevant training on SEND.</li> </ul>
<b>Do</b>	<ul style="list-style-type: none"> <li>• Teach inclusive lessons with appropriate adaptation to meet the needs of SEND students.</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>• Respond to requests for feedback on SEND students.</li> <li>• Attend review meetings for SEND students as appropriate.</li> </ul>

##### b) Individual Needs Coordinator (INCo)

<b>Assess</b>	<ul style="list-style-type: none"> <li>• Ensure referrals from teachers about students who may have unidentified SEND are acted upon.</li> <li>• Take action if there are concerns regarding students who may have an identified SEND but are not making progress at the expected level for them as an individual.</li> </ul>
<b>Plan</b>	<ul style="list-style-type: none"> <li>• Communicate the needs of all students with SEND to teachers.</li> <li>• Support and train teachers and Learning Support Assistants in meeting the needs of students with SEND.</li> <li>• Identify and plan for those students with SEND who are working below the expected standard and who require intervention outside of the classroom.</li> </ul>
<b>Do</b>	<ul style="list-style-type: none"> <li>• Coordinate the provision of required support for students with SEND.</li> <li>• Monitor the teaching of SEND to ensure the closing of gaps for learners.</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>• Review the impact of interventions upon individual SEND students</li> <li>• Conduct annual reviews for all SEND students with an EHCP.</li> <li>• Collaborate with the parents/guardians of students on the SEND register.</li> </ul>

In addition, the Individual Needs Coordinator will:

- Be responsible for whole-school systems for assessing, planning, implementing, and reviewing student progress
- Carry out the role of Special Educational Needs Coordinator (SENCo) as described in the SEND Code of Practice 2014;
- Work with the Senior Leadership Team and SEND governor to determine the strategic development of the provision for SEND students in the school;
- Have day-to-day responsibility for the operation of the Individual Needs Policy;
- Liaise with and advise the Senior Leadership Team to ensure the efficient use of SEND funding and effective deployment of support staff;
- Be the point of contact for external agencies, including the local authority and its support services;
- Work with the Senior Leadership Team and governing board to ensure the school meets its responsibilities under the Equality Act 2010 in regard to reasonable adjustments and access arrangements;
- Ensure the school keeps up to date records of all students with SEND.

**c) Individual Needs Practitioner**

<b>Assess</b>	<ul style="list-style-type: none"> <li>• Carry out initial operational checks for new referrals to the Individual Needs department.</li> <li>• Mentor SEND students who are not making expected progress.</li> </ul>
<b>Plan</b>	<ul style="list-style-type: none"> <li>• Liaise with individual teachers as appropriate to unpack the needs of a pupil.</li> <li>• Contribute to updating Pupil Passports annually.</li> <li>• Offer support and advice to teachers and training sessions for teachers when deemed valuable.</li> <li>• Facilitate the LSA's attendance of training and support sessions as required.</li> <li>• Manage LSA deployment.</li> </ul>
<b>Do</b>	<ul style="list-style-type: none"> <li>• Manage the successful recruitment, training, deployment and impact of the 6<sup>th</sup> Form Individual Needs Student Mentors.</li> <li>• Facilitate awareness of SEND across the whole school through coordinated projects and awareness activities e.g. through assemblies.</li> <li>• Facilitate effective student awareness of SEND needs within tutor groups.</li> <li>• Co-ordinate with trip leaders to ensure provision for SEND students is in place ahead of educational visits.</li> <li>• Mentor Year 9 SEND students through the options process and liaise with appropriate staff.</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>• Contribute to annual reviews where appropriate.</li> <li>• Communicate with parents where appropriate.</li> <li>• Contribute to the review of pupils and input into the Pupil Passport where appropriate.</li> </ul>

In addition to the above, the Individual Needs Practitioner will:

- Help implement, monitor and evaluate the school's provision for identifying and meeting the needs of SEND pupils within the school
- Promote the inclusion of all pupils within the community of LGS.
- Work with students, staff and parents to ensure that students with individual needs receive high quality teaching following the graduated approach.

#### d) Higher Level Teaching Assistant

<b>Assess</b>	<ul style="list-style-type: none"><li>• Monitor students' responses to learning activities and record progress as directed by the subject teacher.</li><li>• Support the evaluation of learner's progress using a range of assessment tools.</li></ul>
<b>Plan</b>	<ul style="list-style-type: none"><li>• Assist with the implementation of SEND provision</li><li>• Assist with the planning of learning activities where appropriate.</li><li>• Use allocated time to devise structured activities or strategies that interest and motivate learners and advance their learning</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Supervise and provide particular support for students with special educational needs, ensuring their safety and access to learning activities.</li><li>• Establish constructive relationships with students and interact with them according to their individual needs.</li><li>• Use strategies, in liaison with the subject teacher, to support students to achieve learning objectives.</li></ul>
<b>Review</b>	<ul style="list-style-type: none"><li>• Attend and participate in relevant review meetings (e.g. EHCP annual reviews) as required.</li><li>• Provide feedback to the Individual Needs Coordinator regarding the progress of students</li><li>• Review and adapt de-escalation and emotion regulation strategies.</li></ul>

#### e) Learning Support Assistant

<b>Assess</b>	<ul style="list-style-type: none"><li>• Monitor students' responses to learning activities and record progress as directed by the subject teacher.</li></ul>
<b>Plan</b>	<ul style="list-style-type: none"><li>• Assist with the implementation of SEND provision</li><li>• Assist with the planning of learning activities where appropriate.</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Supervise and provide particular support for students with special educational needs, ensuring their safety and access to learning activities.</li><li>• Establish constructive relationships with students and interact with them according to their individual needs.</li></ul>
<b>Review</b>	<ul style="list-style-type: none"><li>• Attend and participate in relevant review meetings (e.g. EHCP annual reviews) as required.</li><li>• Provide feedback to the Individual Needs Coordinator regarding the progress of students</li></ul>

In addition, the Senior Learning Support Assistant will:

- Conduct learning walk drop-ins on lessons in which students on the SEND register are present to ensure that the intended provision is in place and is of the highest standard possible – lesson visits may either be with the Individual Needs Coordinator or directed by them
- Be responsible for the planning and delivery of any individual support programmes as directed by the Individual Needs Coordinator.

#### f) Senior Leadership Team

The designated member of the Senior Leadership Team will:

- Work with the INCo and SEND governor to determine the strategic development of the Individual Needs policy and SEND provision in the school;
- Have overall responsibility for the provision and progress of students with special educational needs and/or a disability.

## **g) SEND Governor**

The designated SEND Governor will:

- Help to raise awareness of SEND issues at governing board meetings;
- Monitor the quality and effectiveness of SEND provision within the school and update the governing board regularly;
- Work with the Senior Leadership Team and INCo to determine the strategic development of the Individual Needs Policy and SEND provision in the school.

## **6. Accessibility**

The Equality Act 2010 places a duty on all schools and Local Authorities to reasonably accommodate the requirements of the individual to facilitate their effective education.

The school's separate **Accessibility Plan** for Disabled Students is available on the main school website.

## **7. Medical Conditions**

Students with medical conditions will be fully supported so that they have access to education, including school visits and physical education.

Some students with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. They will be placed on the SEND register and will have an IHP (Individual Healthcare Plan).

The school's separate Medical Needs Policy is published on the school website.

## **8. Admission**

Students are admitted to the school in Year 7 on the basis of ability as determined by their performance in the 11+ entrance examination set and administered by the Slough Consortium of Grammar Schools. The procedures for testing are outlined in the *Slough Consortium of Grammar School - a Guide to the 11+ Test* document published annually by the Consortium.

The registration process for the 11+ examination allows parents to notify the Consortium that a student has SEND and that access arrangements may be required. Extra time of up to 25% for each paper may be available for students with SEND, as well as various other access arrangements (e.g. a live speaker for students with a hearing impairment). Supporting evidence from the student's primary school will be required, as well as a copy of any diagnosis a student may have and/or a copy of their EHCP.

For students with an EHCP our admission policy specifies that:

*Langley Grammar School will...work with recognised authorities during the consultation process to ensure that a child with an Education, Health and Care Plan is of suitable ability to be successful in a selective school context.*

To be 'eligible for consideration' in the context of this admission route means that the student's ability is in line with the normal cohort admitted through the 11+ examination process.

Where a student who had access arrangements for the 11+ accepts a place at the school, it is standard practice for the INCo to contact parents/carers and the student's primary school to gather more information about a student's SEND and how their needs can be met.

For students with SEND who did not have access arrangements for the 11+, the school relies on parents/carers and/or the child's primary school to inform us that their child has SEND. For students with an identified SEND need joining the school after Year 7, parents/carers are expected to provide us with all relevant details before their child takes up a place at the school.

## 9. Assessment of SEND Needs

Where potential barriers to a student's learning are identified, the Individual Needs Team should be notified and they will gather evidence including samples of a student's work, request feedback from all subject teachers and observe the student in lessons.

Once the provision has been assessed, the needs of students are usually met by high quality, inclusive classroom practice which is aligned to the school's Excellence in Teaching Model alongside appropriate adaptations. Referrals to a SEND Teacher Adviser, Educational Psychologist, Berkshire Sensory Consortium Service or Child and Adolescent Mental Health Services are made as appropriate.

Parents have the right to have their child assessed for a Specific Learning Difficulty (SpLD) privately but the final decision regarding the provision of additional support lies with the Headteacher, who will pay particular attention to evidence of a learning need provided by the Individual Needs Team.

## 10. Extra-Curricular School Activities

All students, including those who have SEND, have access to the extensive extra-curricular provision offered by the school.

## 11. Examinations

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centers (e.g. use of a word processor for examinations or supervised rest breaks), others require prior JCQ (Joint Council for Qualifications) awarding body approval (e.g. extra time).

Access Arrangements allow candidates/learners with SEND or temporary injuries to access the assessment without changing the demands of the assessment. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

SEND students can be assessed by the school's Access Arrangements Assessor to determine if they are eligible for access arrangements. Students will be provided with guidance on how to make best use of their access arrangements.

## 12. Monitoring Arrangements

The Senior Leadership Team and INCo will monitor the implementation of the policy on a regular basis. The named governor for SEND liaises regularly with the INCo and reports to the Governing Board at least once a year through the Staff, Student and Community Committee.

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### Policy approval

This policy will be reviewed **annually** in line with the LGS Policy Framework; it will also be updated if any changes to the information are made during the year.

<b>Reviewed by</b>	<b>Assistant Headteacher Individual Needs Coordinator</b>	<b>Date</b>	<b>September 2024</b>
<b>Approved by</b>	<b>Governing Board</b>	<b>Date</b>	<b>Oct 2024</b>
<b>Next Review</b>	<b>Assistant Headteacher Individual Needs Coordinator</b>	<b>Date</b>	<b>By September 2025</b>