

SEND Policy  
Statement  
2019/2020

# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) POLICY ISSUES

The following policy has been approved by the Management Committee and the Board of Directors.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Management Committee: August 2019

Board signatory: 

Planned review: August 2020

## ***1. Policy Overview***

- 1.1 **Crea8ing Careers aim to enable equality of access to the whole curriculum and to all of the opportunities and experiences provided by the programme. The aims and objectives of the education offered by the programme are the same for all students.**
- 1.2 **Crea8ing Careers are committed to the principles of inclusive education, in that all students regardless of special educational needs and/or disabilities (SEND) have the right to access the whole programme curriculum.**
- 1.3 **Crea8ing Careers consider the education of all students, including those with SEND, to be the responsibility of all members of staff and aims to promote greater understanding of SEND.**
- 1.4 **Crea8ing Careers aim to provide a learning environment in which all students feel equally valued and staff will actively promote such a positive climate .**
- 1.5 **Students with SEND will be educated alongside their peers, where this is compatible with their needs, the education of other students and the efficient use of resources. Where withdrawal from the usual programme is necessary, it will be done for short term or specific reasons.**
- 1.6 **Crea8ing Careers aim to ensure appropriate provision for all students with SEND as necessary, to enable each student to develop to his or her maximum potential.**
- 1.7 **Crea8ing Careers encourage and supports the involvement of parents of students with SEND in their child's education and to work in partnership with them.**

## ***2. Definition of Special Educational Needs and/or Disability (SEND)***

- 2.1 **A student is considered to have Special Educational Need or Disability (SEND) if he or she has a learning, emotional, behavioural or physical difficulty or need, which calls for special educational provision to be made for him or her.**
- 2.2 **A student is considered to have such a need if he or she has significantly greater difficulty in accessing learning than the majority of children of the same age, or has a disability, which either prevents or hinders him or her from making use of the educational facilities generally available for students of the same age.**
- 2.3 **Crea8ing Careers' SEND Policy covers students with a statutory statement of Special Needs or Education, Health & Care Plan (EHCP).**

### ***3. Responsibilities of the Leadership Team***

**3.1 To promote the effective management, implementation and review of the SEND Policy in accordance with all relevant statutory requirements**

- **To provide reports for the Management Committee, to include:**
  - (i) **the number of students currently at each stage on the register**
  - (ii) **the gender and year groups to which the students belong**
  - (iii) **objective data, where available**
  - (iv) **the arrangements for staff deployment**
  - (v) **significant developments and problems affecting the operation of the SEND policy**

**3.2 Creating Careers will be responsible through a designated member of the Management Committee for the day to day operation of the procedures necessary to implement the SEND Policy. This will include:**

- **The co-ordination of the provision for students with SEND including the deployment of Specialist Teacher Support and Teaching Assistant time, as agreed with the student's main school or local authority.**
- **Maintenance of the SEND Register and associated record keeping requirements of the Code of Practice**
- **The organisation and conduct of the Annual Reviews for students with statements of SEND, in collaboration with the student's main school**
- **Liaison with parents and parents of prospective students with SEND**
- **Liaison with external agencies, schools and County advisors as appropriate and any other agencies concerned with the SEND of individual students**
- **Liaison, advice and support for staff on SEND matters and contribution to in-service training of staff as appropriate.**
- **Attendance at LEA conferences on implementation of Code of Practice and current legislation as necessary**
- **Advice to the Leadership Team on the deployment of Learning Support Staff**

**3.3 The Leadership Team is responsible to the Management Committee for the effective management of the SEND Policy by:**

- **ensuring that arrangements to meet the policy's objectives are in place and working satisfactorily**
- **ensuring regular reporting to the Management Committee on the implementation of the Policy, to include:**

- (i) the nature of the SEND within the organisation
  - (ii) the general response of the students on the register to the SEND provision
  - (iii) the nature of the work of the designated person and members of the Learning Support Team and the results of the coordinating and monitoring activities of the designated person.
  - (iv) the communication and record keeping systems which keep members of staff informed of individual needs of students
- the adequacy and effectiveness of the resources devoted to SEND and of those provided by outside agencies
  - any general issues arising from the operation of the SEND policy

#### ***4. Responsibilities of the Management Committee and Board***

- 4.1 The statutory duties of the Board of Directors and the Management Committee towards students with SEND include:
- The appointment of a SEND lead to provide governance
  - The opportunity for SEND issues to be reported to the whole Board at each full Board meeting. Such reporting may be through the appropriate sub-committee
  - The appropriate sub-committee will report on SEND matters to the management committee.

#### ***5. Review Procedures***

- 5.1 The SEND Register will be reviewed annually. This is based on an update of the student review sheet by all programme delivery staff. Students may be added to or taken from the register at any time during the year following consultation between the appropriate staff as well as following the SEND Register review. Students without a diagnosed need may be placed on the SEND register if they are receiving any additional support outside of the normal programme offer which enables them to access the programme.
- 5.2 The Creating Careers recognises that parents/carers may choose to approach external assessment centres at their own expense and will endeavour to respond sympathetically to such assessments where resources allow.
- 5.3 Information and guidance about all students on the SEND Register is provided for all staff. Parents/carers will be kept informed of where students are on the register and when the main school is making Special Educational Provision for their child.
- 5.4 The SEND Register shows students at different stages of concern, in accordance with the criteria. Those students with a significant level of SEND and meeting specific criteria will have an Individual Education and Development Plan (IEDP) drawn up, formulated by the designated person in co-operation with the relevant staff, main Creating Careers and support agencies where appropriate. The IEDPs will be reviewed termly and parents will be consulted as part of the review process.

- 5.5 If the LA considers that a student's SEND may be such that he or she may need to have an Education, Health Care Plan (EHCP), it makes an assessment of the student's SEND to which Crea8ing Careers contributes educational advice. Such an assessment may be requested by the main school, or by parents. If the LA concludes that an EHCP is needed it must specify both the student's SEND and the provision required to meet those needs.
- 5.6 Students with an EHCP provided before coming to Crea8ing Careers will have an Annual Review of that plan. If the student is attending a programme with Crea8ing Careers, they will contribute to the review with support from the SEN Coordinator at the LA.
- 5.7 Crea8ing Careers values communication with all parents and contact with the designated person is welcomed should any particular concerns arise. The designated person will also initiate contact with parents should the need arise.
- 5.8 Crea8ing Careers will respond professionally and fully to any questions or complaints from parents relating to the organisations responsibility for meeting their child's SEND. The response will come in the first instance from the student's session lead and the designated person. If the matter is not resolved, the Crea8ing Careers Complaints Procedure will be followed.

## ***6. Links with other Education Institutions***

- 6.1 The purpose of such links is to facilitate the smooth transfer of students from one educational establishment to another and where practicable to share resources and expertise. Crea8ing Careers will seek to identify and use possibilities for co-operating with other mainstream schools or with special schools or units by sharing SEND expertise, information or resources, as appropriate.
- 6.2 All referring schools are required to forward to Crea8ing Careers, records of each student, including details of any SEND provision which the school might have made. All referring schools are visited by a member of staff as part of the students' induction programme and SEND information about future students will be noted at this time.

## ***7. Parental Support***

- 7.1 All parents will be supported to link in with the Local Offer to ensure they are aware of the services available to them and their child in the local community.