



ROYAL HIGH SCHOOL BATH

GDST

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

Section I: Introduction

Applicable to: All staff, students, and parents/guardians of: Nursery/Prep/Senior School/Sixth Form

Aims: This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (2014) (updated May 2015) and has been written with reference to the following guidance and documents:

- GDST guidelines
- Teachers Standards 2012
- Equality Act 2010: advice for schools DfE Feb 2013
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Children and Families Act 2014
- SEND Code of Practice 0-25 (2014)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- GDPR (2018)
- SEND Green paper March 2022

With reference to the IB Programme:

- Learning Diversity in the International Baccalaureate Programme
- Special Educational Needs within the International Baccalaureate Programmes (IBO 2010)
- Meeting Student Learning Diversity in the Classroom (IBO 2013)
- Candidates with Assessment Access Requirements (IBO 2013)
- Programme Standards and Practices (IBO 2014)

Royal High School Bath seeks to uphold the highest standards about SEND. At the Royal High School participation in education is a process that necessitates all staff being given the opportunity to make decisions and know their opinions will be valued. The co-production of this policy is written in the spirit of the current reforms in legislation.

Royal High School Bath is one of 23 schools and 2 academies administered from 100 Bressenden Place, Westminster, London, SW15 5DH by the Girls' Day School Trust (GDST). It is the only one of the Trust schools to offer boarding and the parallel Sixth Form curriculum of A-Level and IBDP. The GDST is a registered charity committed to providing education of a high quality, for students of academic promise at modest fees and it provides excellent centralised support for its schools.

Students are admitted based on ability demonstrated in an entrance test and through the interview process. The Royal High operates a whole school approach in academic and pastoral departments.

The Royal High School has three, constituent parts:

- The Prep School (Head, Mrs Claire Lilley) is located at Cranwell House, a twenty minutes' walk from the Senior site. Students are admitted from the age of three into the Nursery Department.
- The Senior School (11-16) is a selective school.

- The Sixth Form (Head of Sixth, Mr Luke Benedict) is based in the Winfield Centre, a facility located at the lower end of the main school site. From September 2008 students in the Sixth Form have been able to choose to study either A Levels or the IB Diploma Programme.

The Head of the whole school is Mrs Kate Reynolds who is closely involved in the day to day running of all parts of The Royal High School.

Siobhan Smillie is the Head of SEND and the Special Educational Needs and Disabilities Coordinator (SENDCO) for the whole school and can be contacted at s.smillie@rhsb.gdst.net. She has specific responsibility for students with SEND. Mrs Parr is the access arrangements assessor and specialist teacher for students in Key Stages 3, 4 and 5, along with specialist teacher Ms Lucy Billington who works with students in Key Stages 1, 2 and 3 within the school. The Head of SEND liaises as required with the relevant link governor. Mr Hadrian Briggs is the member of the SLT who oversees the Learning Support department and Head of SEND. In her absence, her advocates are Hadrian Briggs (Deputy Head Academic); Claire Lilley (Head of Prep), Jude Taylor (IB Diploma Co-ordinator), Mr Luke Benedict (Head of Sixth Form); Miss Jemma Joakim and Mr Daniel Rushworth (Deputy Heads of Prep School); and Mrs Michelle Fernandez (Early Years Foundation Stage).

Royal High School Bath seeks to deliver a complete and well-rounded education for every student, to encourage challenge and engagement for all, including students with Learning Differences and/or Disabilities (LDD) and students with English as an additional language (EAL).

The school believes that each student has individual and unique needs, and we will do our utmost to accommodate these needs and provide outstanding provision to ensure every student reaches their full potential. Some students may require more support than others and if these students are to achieve their full potential, we must recognise this and plan accordingly. However, all information regarding SEND needs are treated as confidential information by staff.

Every teacher is responsible for providing good quality teaching as a first response and adopting a 'whole school' approach to supporting students who have SEND. Each student is a valued individual within the school community in which all students are encouraged to celebrate their achievements through our inspiring approach.

Section 2 Aims – The Longer View

Royal High School Bath aims to deliver an inspiring and exceptional educational journey for all our students and to meet and satisfy the needs of the student and our school aims. Our philosophy is that, with an inclusive whole-school approach to learning, barriers to learning are removed and students are enabled to fulfil their individual potential.

This policy is developed in support of the following objectives, at the heart of which lies our definition of inclusion:

“Inclusion is an ongoing process that aims to increase access and engagement in learning for all students by identifying and removing barriers.”

Learning Diversity in the International Baccalaureate programmes: special educational needs within the International Baccalaureate programmes (2016) page 1

OBJECTIVES

Within our inclusive whole school approach, we will:

- work within the guidance provided in the SEND Code of Practice 2014
- provide support and advice for all staff working with students who have SEND.
- Recognise the importance of the following to encourage and develop future learning.
 - valuing all languages and cultures in the affirming of identity and building of self-esteem
 - valuing prior knowledge, by both explicitly activating learners' prior understanding and then using that knowledge to differentiate tasks and activities.
 - employing scaffolding techniques, such as providing opportunities for using best language to develop ideas, visual aids, graphic organisers etc.
 - extending learning wherever possible.
- Where possible, meet every student's needs within the classroom by ensuring that our planning, high quality teaching and collaborative approach meet the needs of the students in our school.
- Consult parents regularly and respect the views and wishes of the child.

However, if through careful identification and assessment we and/or parents determine that a student is not making satisfactory progress, we will liaise with the Head of SEND.

Section 3: Identifying Special Needs

A student may have SEND if they have:

- a significantly greater difficulty in learning than most children the same age
- a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for students of the same age in school.

'For children aged two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post-16 institutions or by relevant early years providers.' SEND Code of Practice 0-25 (2014) page 16 section XV

'Many children and young people who have SEN may have a disability under the Equality Act 2010 –that is '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. This definition provides a relatively low threshold and includes more children than many realise: 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'.

This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision, they will also be covered by the SEN definition.

SEND Code of Practice 0-25 (2014) page 16 section XVIII

The SEND Code of Practice 0-25 (2014) outlines four broad areas with a range of requirements that need to be planned for. They are:

1. Communication, Interaction and Speech and Language (such as Autistic Spectrum Conditions ASC)
2. Cognition and Learning (Such as Dyslexia, Dyscalculia, Processing speed deficits and Working Memory Deficits)
3. Social, Emotional and Mental Health (such as Attention Deficit Hyperactive Disorder ADHD)
4. Sensory and Physical Needs (such as Vision and/or Hearing Impairment, Developmental Co-ordination Disorder DCD)

The purpose of identification is to establish what action, if any, the school needs to take, not to fit a student into a category. The school considers the needs of the whole child, not just the special educational needs of the student.

At times, our students may also need support as circumstances may impact on progress and attainment and while the following do not constitute SEN the student may still receive support.

Since 2014 when the Code of Practice came into being, demand for SEND support has increased year-on-year and existing arrangements do not work to meet the needs of every child and young person with SEND. On 29 March 2022, the Government published the SEND Review: Right support, right place, right time, also known as the 'Green Paper' - a consultation on the special educational needs and disabilities (SEND) and alternative provision system in England. The consultation sets out proposed reforms to the SEND and alternative provision (AP) system. We look forward to using the proposals as the basis for discussion on the shape of a SEND system that will meet the needs of our students within an independent setting. It may take several years for the proposals set out in the Green Paper to be taken through the legislative process, before coming law. In the meantime, requesting additional high needs funding available via the 'safety valve' from local authorities and delivering 'High Quality Teaching', as outlined in the Code of Practice (2014) will persist within the school. Our teachers will continue to use highly skilled differentiation with scaffolding and precision teaching within the classroom. Where possible, we try to meet every student's needs by ensuring that our planning, teaching and inclusive 'High Quality Teaching' approaches meet the needs of many of our students, so they make the best progress in school.

Disability (the Code of Practice outlines the “reasonable adjustment “duty for all settings and schools provided under current Disability Equality legislation – these alone do not constitute SEN)

- Attendance and Punctuality
- Health and Welfare (such as long-term illness, students significantly affected by bereavement or marital breakdown or other emotional or behavioural problems)
- EAL
- Boarding students
- Being a Looked After Child
- Being a child of Serviceman/woman

Section 4: A Graduated Approach to SEN Support

It is the school's objective is to provide a high-quality education within a broad, balanced, and relevant curriculum so that all students can reach their full potential and experience opportunities that enhance their self-esteem. To enable this, class and subject teachers use assessment to set targets that are deliberately ambitious and challenging and address potential areas of difficulty. Most students will learn and progress within these arrangements.

All teachers are responsible and accountable for the progress and development of the students in their classes, including where students access support from teaching assistants or specialist staff. All teachers providing adaptive strategies - high quality teaching, differentiated, and scaffolded for individual students, is the first step in responding to students who may or may not have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching.

The Head of SEND can aid teachers' understanding of strategies to identify and support vulnerable students and raise their knowledge of the SEND most frequently encountered and will communicate these to teachers and support staff through INSET and staff study days. The SENDCO also regularly contributes sessions to the school's series of twilight CPD sessions, *CPD From Within*.

Failure to disclose information regarding SEND or medical issues may result in the school being unable to offer an adequate level of support for a student. During the application stage in the admissions process, parents are required to notify the school of any disability, medical issue or special educational need affecting their child which has been identified prior to that point. Please see our admissions policy for further information.

The parents of a student with an existing SEND, a Specialist Teacher report, an Educational Psychologist's, or other professional's report and/or an Educational Health Care Plan are asked to submit copies to the Registrar, who will then consult with the Head of SEND.

The SENDCO will arrange a meeting with the relevant parties well in advance of admission to discuss the student's needs and whether the school will be the most appropriate setting to meet those needs.

A student's parents or student has the right to request a school be named in their EHC plan. The Local Authority must consider the comments of the school carefully before deciding to name it in an EHC plan and show regard for the general principle in Section 9 of the Education Act 1996 that children should be educated in accordance with their parents' wishes and that this does not mean unreasonable public expenditure. However, as an independent school, the school is not subject to the duty to admit a student, even if named in the student's plan, if the Head of SEND and SLT determine that the needs of the student cannot be met within the school's own resources, even with the addition of external expertise and/or further funding from the Local Authority or Personal Budgets. We strongly advise that if the school cannot be named on the EHCP (during revisions at Annual Review or in the Needs Assessment process), that our setting may not be the most effective setting to meet that student's needs and Local Authority provision would be better resourced.

Class and subject teachers, supported by the senior leadership team, should make regular assessments of progress for all students. Where there is a concern for a student, the class or subject teacher initiates the first steps of a graduated approach and will inform/liaise with the SENDCO and Head of Key Stage to begin the process of and identifying SEND.

Assess-Plan-Do-Review Process

Assess- *Initial Identification – when a student makes less than expected progress.*

The School aims to identify students with SEND, or those for whom reasonable adjustments and/or learning support would be valuable in the following ways:

RHSB (Nursery, Prep, Senior and Sixth Form)

- Concerns raised directly by staff or by parents.
- Entry assessment (and GL Dyslexia Screener if required)
- School Reports from previous school
- Careful monitoring of those at risk of underachievement
- Reading/spelling class assessments (CATS/EYFS steps/GL Assessment for NGRT and NGMT)
- Academic Review and Assessment Procedures e.g., Excel tracking sheets
- Standardised Assessment Scores from InCAS CATS
- Diagnosis by external agencies
- By Specialist Teacher assessment by the Head of SEND, including attainment, ability, and diagnostic testing.

RHS (Senior)

- Student self – referral
- Parental concern
- MIDYIS results (Year 7)
- Information from previous school and from parents
- Prep School reports (Year 6)
- Entrance/Transfer Exam (Year 6)
- Years 6-7 Transfer form (By September of Year 7)
- Academic Review and Assessment Procedures (October Year 7 and on-going)
- Concerns raised directly with Heads of Key Stages (HoKS) or Heads of Year (HoYs)
- Concerns raised from form tutors and/or subject teachers about the learning progress.
- Diagnosis and reports by Educational Psychologists or Specialist Teachers or other outside agencies and professionals
- By Specialist Teacher assessment by the Head of SEND, including attainment, ability, and diagnostic testing.

RHS (Sixth Form)

- Student self-referral
- Information from previous school and from parents
- Year 11 transfer data
- Academic Review and Assessment Procedures (ALIS data)
- Concerns raised from form tutors and/or subject teachers about the learning progress, e.g., by CPOMS.
- Diagnosis and reports by Educational Psychologists or Specialist Teachers or other outside agencies and professionals
- By Specialist Teacher assessment, including attainment, ability, and diagnostic testing.

Information about the student's progress, alongside national data and expectations of progress using high quality and accurate formative assessment, effective tools and early assessment materials must be collated and considered by the Head of SEND. The Head of SEND should determine if that student has SEND and this should be entered on the SEND register.

If the student has a higher level of need, advice from external agencies and professionals will be sought such as children and mental health services (CAMHS), educational psychologists (EP), occupational therapists (OT) or speech and language teachers (SALT) and outreach services such as Sensory Support Services and Autism Outreach services.

Identifying and assessing students whose first language is not English requires particular care and all aspects of the student's performance in different areas of learning and development must be considered to establish whether lack of progress is due to limitations in their command of English or if it arises from SEND. The Head of International Students will work closely with staff and Head of SEND to advise about expectations of progress. Difficulties related solely to limitations in EAL are not SEN.

Plan – *Planning for SEND support: Equipping parents and teachers.*

Initial Meeting:

Where a student is making less progress than expected, the first response should be high quality teaching targeted at their area of weakness. The class or subject teacher should speak to the student's Head of Department (HoDs)/Head of Key Stage, Head of Year, or previous class teacher first as they will have more knowledge regarding the whole student and can suggest strategies relevant to that age/stage/subject/department.

The class or subject teacher should work closely with the Head of SEND, and relevant members of the SLT, PLT, IB Co-ordinator, EYFS LS Liaison and/or HoKS/HoY and Senior Housemistress where a boarder is concerned, to put in place rigorous interventions designed to secure better progress. If the progress continues to be less than expected, the HoKS/HoY/Prep School class teacher, working with the Head of SEND and relevant members of staff may decide to ask for a short report by informally gathering evidence and, if required, further assessment in consultation with the student and parents. This report will be used by the HoKS/HoY/Prep School class teacher and Head of SEND to advise the parents whether an assessment of the student is necessary. Such requests and suggestions must be channelled through the HoKS in the Senior School.

Parents must be formally notified if it is decided to provide a student with SEND support, as stipulated in the Children and Families Act 2014. Initially, a meeting would be set up to discuss progress involving the student (as appropriate), parents, form tutor, head of year, head of key stage as required.

Assessment:

Further testing (attainment, ability, and diagnostic) may be undertaken by the Head of SEND or other professionals if the needs are more complex, with the consent of the student and/or parents.

Review meeting:

A follow up meeting should be held with parents (and student if appropriate) to discuss results and how best to support the student. The Head of SEND should assist/advise the student and parents if the student needs referrals for further assessment through their GP or, in a very small number of cases, requesting the Local Authority to carry out an Education, Health and Care (EHC) needs assessment. The school or the child's parents can make this request.

Parents should be made fully aware of the intended support and interventions and plans should seek parental involvement to reinforce or contribute to progress at home. Regular Team Around the Child (TAC) meetings every term will reflect on the progress achieved and discuss next steps. Parents will be encouraged to complete the parent reflection with the APDR process as well as advice sought from relevant outside professionals to ensure targets are collaborative and a 'joined up' approach from all parties is encouraged to support the student.

Learning Support:

Learning support is provided for all students with an identified learning need by the Head of SEND and two assistant specialist teachers in pairs or small groups. From September 2019 new students to the department requesting additional one to one help can access individual sessions within school for an additional charge. Students may be offered Learning Support on either a regular, intermittent, or occasional basis depending on their needs. The class/subject teachers will remain responsible for working with the student on a regular basis. Working closely with the Head of SEND, they will organise small group intervention (comprehension or writing skills) or 1:1 teaching (study skills, structured, cumulative, multi-sensory phonics, or maths programmes) and plan and assess the impact of the support and interventions.

Provision for students with learning needs is provided from a 'palette of provision' at four different levels.

Level 1 - We provide learning profiles for every student with a learning difficulty on a register to assist subject teachers. These profiles list the strengths and weaknesses of the individual students and give suggested strategies for teaching and learning, including appropriate differentiation and scaffolding. They are treated as confidential by staff.

Level 2 – In addition to differentiated and scaffolded learning in class, some students or classes are offered a teaching assistant to help them access the material in class and remain focused.

Level 3 –Certain students are invited to group sessions with a member of the learning support department to improve their learning skills. Small group focus work can run during times such as assembly, lunch, or before/after school to avoid students being taken out of lessons. There is no charge for these sessions. Some students may have supervised personalised study times in the library to develop independence as part of this support.

Level 4- Individual support over and above the previous levels can be offered by arrangement to allow enhanced support. Parents will pay for this tuition. The progress of students will be reviewed at least twice a year to ensure improvement and reported to parents. These arrangements will be agreed between the learning support department and parents and maybe for a targeted intervention or on-going support. **Individual specialist support: £43.00 per individual lesson- (to be invoiced termly).** Lessons will be 50 minutes long in terms of student-teacher contact time with 10 minutes planning and updating of individual program. Some students in the Senior School and younger students at the Prep School may have lessons of 30 minutes long (with 5 minutes planning and updating of individual program).

An attendance register will be kept by the specialist teachers to ensure accuracy in invoicing for tuition. The cost will be added automatically to the school fees, and parents will be charged in arrears, at the end of each term. In the event of a student missing a lesson, every effort will be made to rearrange. There will be no charge for lessons missed if there is a pre-planned school event taking place, such as a trip or examination week. Cancellation for 'one off' events such as a dentist's appointment are granted as long as the student/parent gives at least one week's notice. Should a parent wish to cancel the tuition we would require one month's notice in writing.

Learning Support can take place within the classroom or by withdrawal to a dedicated Learning Support room (three classrooms in the Senior School, the Learning Support Room in the Prep School) or library and/or other rooms available for individual or group work. EAL students are also given support in a dedicated classroom (in a different area of the school). There are resources available within these rooms and throughout the school to help support and enhance those students' learning skills and abilities. All relevant students are given support from teaching assistants (often qualified in that subject to a high level) during prep times, as necessary. There is always a team of school nurses on site and students with medical needs can access the medical rooms (Senior School and Prep School) or sanatorium when necessary.

The Head of SEND is responsible for up-dating and monitoring the use of screening materials, support software and resources for the department. If the Head of SEND determines that the department is unable to meet the needs of a student through our own provision arrangements (for example – the student requires specialist services such as Child and Mental Health Services (CAMHS), Occupational or Speech and Language Therapy etc.) the engagement of additional specialist services will be monitored by the Head of SEND and Deputy Head (Academic- Senior and/or Prep). Parents will be informed at the relevant stages and these services may incur an additional charge to the fee account for parents. The budget for the department is managed by the Head of SEND and Deputy Head (Academic-Senior) and Head of Prep.

Learning Support lessons are scheduled at times to minimise the disruption to the student's timetable. Decisions about which lessons the student should be withdrawn from, if necessary, will involve discussion between the student, parents, relevant HoDs, HoKS and Prep School Deputy Head, Deputy Head (Academic), Head, or Head of Sixth Form. The approval of the Head is required.

As part of the Whole School Approach the Head of SEND role will include the following:

- provide regular opportunities for staff to develop their own knowledge of SEND such as Inset and Twilight CPD awareness training and advice, drop-in clinics, and updates during departmental meetings.
- provide opportunities for staff and new staff (especially Early Career Teachers) to observe specialist lessons and advise on effective learning strategies. Teachers must follow departmental policy on marking of students work with SEND.
- ensure all staff know how to access the Learning Support Register and Learning Support Plans (LSP) on General Share/Prep Share/SIMS/TEAMS. There is also a data base of EAL students on the General and Prep Share drive/EAL folder in the Senior school. Medical information is kept in a confidential folder and is only accessed by relevant staff as required. General medical information is updated regularly, and staff are alerted to any specific needs of students by the Lead School Nurse daily. Please refer to the Medical policy for further information. Confidential information is stored in password protected electronic files accessible only by relevant staff and communication about students with SEND is collated in CPOMS.

- develop links with the other professionals and provide CPD training for areas identified for development in consultation with the GDST.
- liaise closely with the Examinations Officer and the IBDP Coordinator, about Access Arrangements and accommodations needed. Staff should complete the LDD column during report writing, to enable the Head of SEND to compile a 'history of need' regarding necessary support and evidence for the exam access arrangements.

Review

The review process should seek to record the views, wishes and feelings of the student. This process should happen as a minimum every twelve months (EHC plans).

At the Royal High School, the Head of SEND is responsible for maintaining the SEND register based on assessment and input from class teachers. This will include students who do not require a Learning Support Plan but are on the register and receiving support within the class.

Most students accessing the Learning Support department will be following intervention programmes and may also have Learning Support Plans and these will be reviewed twice a year. The LSP should give a detailed review of progress based on various assessments (i.e., anecdotal evidence combined with formal assessment results) which will help students and staff to set new targets.

A LSP is required for students currently accessing the Learning Support department at the support stage. However, there will be some students with SEND who are not using the department and the Learning Support register should document the level of need of the student, so all staff are aware of the needs of that student.

The stages are as follows:

- Students with SEND but no action needed. High Quality Teaching sufficiently meeting needs (N)
- Students being monitored but not accessing Learning Support – Monitor (M)
- Students following LSP's – Additional Learning Needs (S or ALN)
- Students following LSP's with additional specialist support –SEN support plus (S+)

Access Arrangements are referred to in the Accessibility Plan.

The Head of SEND should report directly to the parents of students with LSP's at least twice a year with information on the student's progress and future long- and short-term targets.

The Head of SEND can be available at Academic Evenings for parents of students receiving targeted learning support and for general advice. Parents are always welcome to visit the school or arrange meetings at other times to discuss any aspect of their child's progress.

Parents are provided with an update at Academic Evenings or a Review Meeting and are welcome to contribute to planning next steps. There is an act of reporting to parents every term, and parents can meet with the Head of SEND as necessary. A record of outcomes, action and support agreed through discussion should be kept and shared with all the appropriate school staff and a copy should be given to parents. They are consulted before outside agencies are involved. Parents have a right to access records of their child's progress.

This collaborative process will ensure that reflective practice is on-going, and progress is closely monitored. Class and subject teachers are responsible for evidencing progress according to the outcomes described in the plan. The Head of SEND is responsible for updating these records on SIMS.

Transition stages require that support, provision, and outcomes should be agreed at the earliest opportunity to ensure the student is supported making a smooth transition to the next phase such as moving from class to class, Early Years to a new Key Stage, moving from Prep School to Senior School, or moving on to a new school or higher education.

Reviews taking place from Year 9 onwards should include a focus on considering options and choices for the next phase of education. The review should also focus on preparing for adulthood, including employment, independent

living, and participation in society. Parents should be involved in the reviews of support and interventions and planned next steps.

Section 5: Criteria for Exiting the Learning Support Register

Many students will require educational/pastoral help throughout their time at school whilst others may need support for a short period of time to overcome temporary needs. The school will provide students with strategies for dealing with their needs in a supportive environment. Once students, parents and staff feel that these strategies are giving them meaningful and successful access to the curriculum and the students are confident in their abilities, the review process may conclude that the student can be stepped down to the lower stage. It is hoped that satisfactory progress and the success will continue for a sustained period and the student will eventually be removed from the monitor stage. A student who leaves the Learning Support department may return at any time if they feel support is required and the 'assess, plan, do, review' cycle can be initiated again. A student may no longer require special educational provision where they:

- Make sufficient progress in relation to their baseline assessments.
- Close the attainment gap between themselves and their peers.
- Make significant progress with wider development or social and emotional needs, such that they no longer require provision that is additional to or different from their peers.

Section 6: Supporting Students and Families

Please refer to the Admissions Policy for admissions arrangements about how we ensure SEND students can access exams and other assessments.

The Head of SEND oversees the Exams Access Arrangements Assessor, whose job is to determine access arrangements and reasonable adjustments for the school, and she works closely with the Examinations Officer, the Registrar and the IB Diploma Programme Coordinator to provide access arrangements for students with SEND. When seeking a reference from feeder schools, the school may ask specifically whether the applicant's current school is aware of any SEND and to specify the extent to which special provision is currently made. This will enable the school to assess the extent to which reasonable adjustments can be made to the entry process and to replicate such special provision.

In the case of transition within the school, the Head of SEND will ensure full documentation is made available to the appropriate department.

The Exams Access Arrangements Assessor is responsible for screening students, collating evidence from teachers and outside professionals to build a 'picture of need' for students with an identified need. When a 'normal way of working' has been evidenced, an application is made to the relevant authorities to grant exam access arrangements such as extra time in exams. It should be noted that a report from an outside professional does not automatically guarantee exam accommodations for the student, and it is important that the school have 'evidence of need' from a student's performance before an application is made. We advise parents to discuss whether their child may need an assessment before consulting an outside professional, so we can discuss concerns and give further advice. Subject to the provision of the above information, the school may make reasonable adjustments to its admission procedures as follows:

- Alternative venue or special seating arrangements to assist students with visual or hearing impairments or other sensory needs where possible.
- Additional time allowance in papers without standardised scoring
- Sympathetic consideration of standardised scores for 'borderline' students whose SEND might later qualify them for additional time in public examinations.
- Use of a laptop/computer reader
- Provision of enlarged text papers
- Provision for the taking of medication during entrance exam and/or interview process (attendance of school nurse if applicable)
- Provision of alternative refreshments for students with allergies
- Any other reasonable adjustments as may be appropriate for a specific need.
- Please refer to the Accessibility policy and plan for other arrangements
- Please refer to the relevant medical policies for specific arrangements concerning students with medical conditions

NB that Royal High School Bath follows the procedures and guidelines set out by the Joint Council for Qualifications (JCQ), Pearson, Cambridge and the IB regarding exam access arrangements.

Section 7: Supporting Students at School with Medical Conditions

The school recognizes that students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Students are issued with an individual **Health Care Plan (HCP)** pertaining to their needs and relevant staff have access to the information. 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.

The Lead School Nurse will firstly discuss the medical concerns with the parents or carers. If necessary, the school Nurse will issue **Individual Welfare Plans (IWP)** for students causing concern or who receive a diagnosis pertaining to their mental health. This will be drawn up in consultation with the named RHS student, the parents, relevant health professionals and school staff, for example the Head of SEND, as appropriate.

Some students may also have special educational needs (SEN) and may have a statement, or **Education, Health, and Care Plan (EHCP)** which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed. If a student should not make expected progress, despite the school having taken relevant and purposeful action to identify, assess and meet the medical needs of a student and these needs continue to have an impact on their education, the Head of SEND and Lead School Nurse, or the student's parents could consider asking the local authority to carry out an Education, Health and Care (EHC) needs assessment which may or may not result in an EHC plan.

NB the four distinct documents mentioned in this policy:

- Education, Health, and Care (EHC)
- Health Care Plans (HCP)
- Individual Welfare Plans (IWP)
- Learning Support Plans (LSP)

Section 8: Monitoring and Evaluation of SEND

Royal High School Bath regularly and carefully monitors and evaluates the quality of provision on offer to all students.

The Head of SEND compiles and collates regular audits to raise SEND awareness and improve the expertise and knowledge of staff. The Head of SEND will collect a sample of student views and staff views annually to ensure the department is effective and inform areas for development in the school improvement plan. Parents express views in the Review Meetings.

The Head of SEND reports findings to the Deputy Head (Academic) Head and SLT/PLT. The Head of SEND is responsible for updating the School Information Report annually, which is available on the website for parents and governors in order to inform the wider school community and strive for excellence. Links are maintained with other professionals throughout the GDST to ensure policies are updated and enforced appropriately.

Evaluation and monitoring arrangements throughout the school promote an active process of continual review and improvement of provision for all students. The assess-plan-do-review process ensures that students with SEND experience the best possible practice and provision, adaptive strategies, and high-quality precision teaching.

Section 9: Training and Resources

The Learning Support Department is funded by an allocated budget which is reviewed annually.

The training needs of staff are identified and planned for by using information gathered by the Deputy Head (Academic) Head and PLT/SLT. The Head of SEND provides the appropriate staff INSET as a result.

In order to maintain and develop the quality of teaching and provision and to respond to the strengths and needs of every student, all staff are encouraged to undertake training and development on a regular basis.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the Head of SEND to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.

The school's Head of SEND regularly attends the GDST network meetings to keep up to date with local and national updates in SEND.

Section 10: Roles and Responsibilities

Educational and welfare provision for students with SEND is a matter for the school as a whole. It is each class or subject teacher's responsibility to provide for students with SEND and to be aware that these needs may be present in different learning situations. **All staff are responsible for helping to meet an individual's special educational needs** and for following the school's procedures for identifying, assessing, and making provision to meet these needs.

The **Head** has responsibility for:

1. The management of all aspects of the school's work, including provision for students with learning needs.
2. Keeping the governing body informed about SEND issues and including it as a part of the school development plan.
3. Working closely with the Head of SEND.
4. The deployment of Learning Support personnel within the school.
5. Overall responsibility for monitoring and reporting to governors about the implementation of the school's SEND policy.
6. SLT are responsible for ensuring the responsibilities of the teaching team are maintained through regular liaison with the Head of SEND and the Professional Development Programme with staff.

The Head of SEND also known as **SENDCo** (Special Educational Needs & Disabilities Coordinator) is responsible for:

1. Overseeing the day-to-day operation of the school's SEND policy.
2. Co-ordinating the educational and welfare provision for students needing learning support provision (including access arrangements).
3. Ensuring that an agreed, consistent approach is adopted by teachers and parents through regular liaison.
4. Helping staff to identify students with learning needs.
5. Carrying out detailed assessment and observations of students with specific learning problems, supporting class and subject teachers in devising strategies, drawing up Learning Support Plans (LSPs), setting targets appropriate to the needs of the students with SEND and on the effective use of materials and personnel in the classroom.
6. Liaising with outside agencies, arranging meetings, and providing a link between these agencies, class and subject teachers and parents.
7. Liaising closely with parents of students with needs, so that they are aware of the strategies being used and are involved in the process and are fully supported throughout further steps such as liaising with the LA to request an Education Health and Care Needs Assessment, mediation meetings and tribunals if required.
8. Involving students as far as practicable in discussions about their targets and provision.
9. Maintaining the school's Learning Support register and records.
10. Assisting in the monitoring and evaluation of the progress of students with SEND using existing school assessment information.
11. Contributing to the in-service training of staff and ensuring it is an item on most staff meetings or the main item of a meeting.
12. Liaising with Head of SEND in receiving schools and/ or other schools to help provide a smooth transition from one school to another.
13. The Head of SEND ensures that the School's SEND policy, register and LSP reports are easily accessible to staff.

The EYFS SENDCo is responsible for:

1. Liaising with the Head of SEND regarding all EYFS students with special needs, as necessary.
2. Providing initial support for EYFS practitioners, providing suggestions and strategies to help support a student's need.
3. Acts as the first point of contact for outside agencies supporting students within the EYFS setting.

4. Ensuring that the Head of SEND is kept up to date on any information regarding EYFS provision from the BANES EYFS team.
5. Advise on any required changes to policy in the EYFS because of changes in guidelines.
6. Ensuring all EYFS teachers are aware of the student's needs and are making appropriate arrangements for them, both in classroom teaching, after school care and holiday club.

The IB Coordinator is responsible for:

7. Liaising with the Head of SEND regarding all IB DP students with special needs.
8. Ensuring that IB teachers of these students are aware of their needs and are making appropriate arrangements for them, both in classroom teaching and in terms of regular and official internal assessment.
9. Applying to the IB for Inclusive Assessment Arrangements when registering the student.
10. Arranging additional time, rooms, laptops, printers, readers etc. for IB assessments, both internal and external.

Class/Subject teachers are responsible for:

- Making the Head of SEND aware of any students making less than expected progress within their class or subject.
- Working closely with the Head of SEND in investigating for possible SEN.
- Assessing for progress.
- Regularly reviewing progress and setting new targets regularly with the Head of SEND.
- Differentiating curriculum for Learning Support students whilst ensuring that lessons remain challenging and stimulating.
- Arranging accommodations such as additional time and readers for completing class work and tests to meet Access Arrangement criteria where possible.
- Making themselves aware of the school's SEND policy and procedures for identification, monitoring and supporting students on the Learning Support register.
- Giving feedback to parents of students who are on the Learning Support register.

Mrs Elizabeth Cunningham - Designated Safeguarding Lead – ensures that the school meets its safeguarding responsibilities and requirements.

Sister Rebecca Purchase - Lead School Nurse - oversees managing the school's responsibility for meeting the medical needs of students.

Mrs Alison Parr – Exams Access Arrangements Assessor - oversees managing the Senior School's responsibility for identifying and meeting the access arrangements accommodations for students.

Section 11: Storing and Managing Information

All confidential student records are stored in accordance with the Data Protection Act and kept in a locked filing cabinet and information stored on computer data bases and packages such as CPOMS and SIMS is password protected with confidential information marked as such and not accessible to general staff. Only the relevant staff members may access these records with the consent of parents and students. The Head of SEND is responsible for storing information and destroying confidential information until the individual is 31 years of age. Please refer to the GDPR Policy for further information.

Section 12: Reviewing the Policy - This policy is to be reviewed annually by the school's Head of SEND and checked by the Deputy Head (Academic), the IB Diploma Coordinator, the Head of the Sixth Form, and the Head of the Prep School.

Section 13: Accessibility

The Disability Discrimination Act, as amended by the SEN and Disability Act 2001, placed a duty on all schools and Local Authorities to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. As the buildings and setting for The Royal High School are listed, our accessibility is somewhat constrained by

the physicality of the environment and buildings. However, we strive to accommodate our disabled students wherever possible.

Disabled students who have difficulty accessing the written curriculum are provided with hand-outs, timetables, textbooks, and information about school events with accommodations such as larger print on coloured paper, text to speech readers etc.

The school is a member of RNIB Bookshare and students with SEND can register and access textbooks in a digital version and can use software such as text to speech readers to access the printed texts.

The school is also a member of the National Deaf Children's Society to support and inform staff regarding hearing impaired students.

The school may buy in support services such as Speech and Language, Occupational Therapy, Sensory Support Services to support and develop staff awareness regarding speech, language, and communication and sensory needs.

Parents and carers can contact key staff by telephone, e mail, TEAMs, or letter and staff will respond promptly. Every parent is provided with a termly calendar which clearly sets out who to contact and gives details of tutors and Heads of Key Stage or Heads of Year and this information is also available on the school website.

Section 14: Dealing with Complaints - Please refer to the Complaints policy for further information.

Section 15: Bullying - Please refer to the Bullying policy about the steps that are taken to ensure and mitigate the risk of bullying of vulnerable learners at school.

The Royal High School actively promotes safeguarding practices and looking after the welfare and needs of all students as well as those with SEND. The Royal High School promotes independence and encourages students to build resilience in their learning.

Section 16: Appendices

This policy should be read in conjunction with:

- Access Arrangements Policy
- Annual SEN Information Report (available on the school website)
- Anti-Bullying Policy
- Assessment Policy
- Complaints Procedure
- Educational Visits Policy
- GDPR Data Protection & Information Security Policies
- Medical Policies
- EAL including International Students Policy
- Safeguarding & Child Protection Policy
- SEND Accessibility Plan
- Teaching and Learning Policy

Reviewed: June 2023	Next Review: June 2024
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