



# SEND Support Leaflet

## An information guide for Parents and Carers

At Hill Top Academy we aim to create a safe, happy and respectful learning environment where every child is encouraged to aspire to reach their potential.

'Innovative Education – Transforming Lives'

## **What is the SEND Code of Practice?**

The SEND Code of Practice is a national document which all schools must refer to when making decisions relating to pupils with Special Educational Needs (SEN) or disabilities. This helps to ensure that children have access to a similar system of support, whichever school they attend.

## **What are Special Educational Needs?**

A child may have a Special Educational Need (SEN) if they require additional or different provision to support them in their learning in order to ensure that they make progress.

### ***The Code of Practice says:***

‘A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made...

A child of school age has a learning difficulty or disability if he or she:

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

### ***There are four broad areas of SEN need. These are:***

- Communication and Interaction (including autism)
- Cognition and Learning
- Social, Emotional and Mental Health
- Sensory and/or Physical Needs

These difficulties can be barriers to learning and a child may have needs that fall into one or more of these categories. Children who need extra help with their learning may receive additional support under one of the following categories:

- SEN support
- An EHC plan

## **What are Hill Top’s Values and Expectations with regard to pupils with SEND needs?**

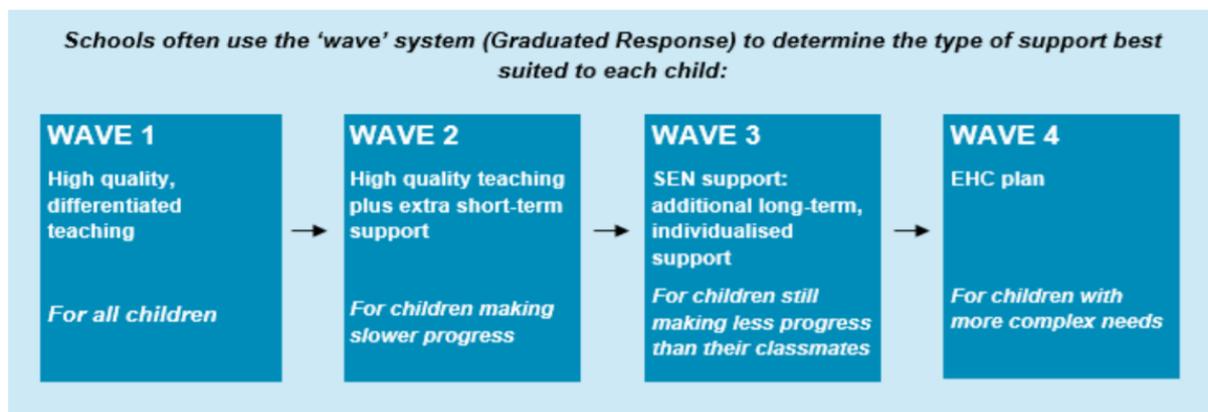
At our school, there is a shared expectation that responsibility for the provision of pupils with SEND is an integral part of whole school provision and all pupils, regardless of their specific needs, should be offered inclusive quality teaching, which will enable them to make the best possible progress and feel that they are valued members of the wider school community.

## **What does the school do to help?**

As a school, we assess all children to identify their strengths and needs and how they can best be supported. All children learn and develop in different ways and their needs may change over time. Teachers recognise this and use different teaching styles, resources and plan different levels of work in the classroom to cater for the various ways children learn. This is called Quality First

Teaching and is something schools must provide for all children. At Hill Top, support is offered in a graduated approach, taking the form of a four-part cycle, assess – plan – do – review. We recognise that high quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. This differentiation may involve modifying learning objectives, teaching styles and access strategies. If, following appropriate teacher assessments and support, a child does not make satisfactory progress the class teacher will make a referral to the SENCO who may carry out assessments and observations and then suggest next steps and additional ways in which the child can be supported.

- Many children (Wave 2) may receive support help in class through work, which matches the way they learn and / or short term 'interventions'.
- Some children (Wave 3) will have extra help, on a longer-term basis, from members of school staff in order to accelerate progress and ensure they achieve the targets set. They will be placed on the school's SEND support register and targets will be set, monitored and reviewed as part of a Year group provision map.
- A few children (still Wave 3) may benefit from support and advice from other sources and specialists. They will have an individual targeted support plan.
- A very small number of children (Wave 4) will have exceptional long term and complex needs and will require an EHC plan.



### **What is SEN support?**

If your child is identified with a special need, they will be placed on our school's SEN support register. Before this happens, parents /carers will be invited to a meeting with the class teacher and SENCO where your child's areas of strengths, needs and proposed targets and support will be discussed.

At Hill Top, to support SEN children, we look at the individual child's barriers to learning and put the appropriate provision in place to remove those barriers.

SEN support might include:

- Extra help in the classroom
- Adapting and utilising different teaching styles and resources
- Adapting resources to ensure they are accessible
- Small group or one-to-one learning – both within the class and as interventions
- Support from specialists such as speech and language therapists

Progress towards the targets set is monitored closely and adjustments to provision is made as and when needed.

## **Who supports my child with their SEN?**

Every member of the school team is responsible for supporting children with SEN. Some key members of the SEND team are:

Principal: Mrs R Macleod

SENDCO and Deputy Principal: Mrs N Clark

SENDCO: Mrs M Roberts

Inclusion and Deputy Principal: Mrs M Hodgson

Pastoral Manager: Mrs R Bewick

Learning Mentor: Mrs D Harden

## **Who may become involved with my child from outside the school?**

Experts from outside agencies may be asked to assess your child's needs if, despite the support put into place, their progress is slow and they continue to have difficulties. These assessments are generally focused on giving the school and parents additional advice on the best way to support the child, rather than on giving a 'diagnosis'. The SENCO will ask for your permission to seek additional advice from outside specialists such as health professionals, specialist teachers or an educational psychologist who would:

- Carry out further assessment of your child's needs
- Observe your child
- Provide advice to the school on how best to support your child
- Suggest resources that would help your child to make progress

Parents are, wherever possible, offered the opportunity to meet with these professionals to discuss the results of their assessments / observations.

## **Does the school get individual funding for my child's SEN needs?**

Unless a child has either an EHC plan or Early Years high needs funding, the school does not receive specific funding for individuals. Rather, part of the school's budget is for supporting pupils with special educational needs and disabilities. The amount each school receives is based on the number and age of pupils attending; this is known as 'per pupil entitlement.' An additional Notional SEND budget provides funding to offer extra support to pupils with additional needs, including those with SEND. The value of funding each school receives varies and is informed by a set of government indicators.

A child with an EHC plan is allocated a set amount of 'top up funding' and this is used to give the provision outlined in their individual plan.

## **What are EHC plans?**

If your child's needs are very complex and long-term the school may ask the Local Education Authority (LEA), in collaboration with you as the parent or carer, to carry out an education, health and care needs assessment. This is only appropriate for a very small number of pupils. Schools can make this request when they have undertaken a number of cycles of support and can

demonstrate that they need more than £6000 to support the child's needs. Parents can also make their own request for an assessment directly to the LEA. Our SEND team and The Parent Partnership Service will be able to guide you through the process, should this be necessary. If the LEA agrees that an assessment needs to take place, it should be completed within 20 weeks from when it was requested. This assessment could lead to your child getting an Education, Health and Care (EHC) plan. This EHC plan brings all of your child's education, health and social care needs into one legal document.

A child with an EHC plan will have termly reviews and an annual review at least every 12 months. Where a child is not reaching set targets or there are concerns with the progress against the EHC targets, an early review will be held.

### **Who do I talk to?**

We always recommend that you speak to your child's class teacher first. This is because they know your child almost as well as you! If needed, they will signpost you to the SEN team.

If you need to speak to a member of the school's SEND team please either call the school office to arrange an appointment. The school SEND team will always do all they can to respond to your letters, emails and phone calls and chase external agencies for paperwork and responses or to meet with you within a reasonable time limit. However, please remember they also have classes to teach and meetings to attend during the school day and other SEN professionals to meet with after school. We fully understand your frustrations with time and resources, we share those frustrations, but we are working as hard as we can to ensure we can support all children and all families the best we can.

### **How can I help my child?**

Research shows that children who make the greatest progress are those whose parents support the work carried out at school by:

- Making sure school knows about any major changes in your family or worries you may have.
- Encouraging your child with reading, spelling and home learning.
- Continual encouragement and praise.
- Attending all meetings such as parents' evenings and arrange meetings with the SENCO if you have concerns. We will achieve the best results for your child if we work together!

### **Where can I go to for more information?**

Contact the school If you have any questions about the support your child is receiving, or about SEN more generally, please speak to your child's class teacher or our SENCO.

See our website The school's SEN Policy and information report sets out more detailed information about the support available for children with SEN and disabilities. You can access this information on our website.

### **External links**

The Government's SEND Code of Practice and a related guide for parents have more information about the topics outlined in this leaflet:

- SEND Code of Practice: 0 to 25 years, GOV.UK – DfE  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)
- SEND: a guide for parents and carers, GOV.UK – DfE  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417435/Special\\_educational\\_needs\\_and\\_disabilities\\_guide\\_for\\_parents\\_and\\_carers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417435/Special_educational_needs_and_disabilities_guide_for_parents_and_carers.pdf) IPSEA is a charity that helps parents and professionals to support children with SEN and disabilities:
- IPSEA home, IPSEA <https://www.ipsea.org.uk/home>

## **Glossary of Terms**

**EHC plan** - education, health and care plan

**SEN** - special educational needs

**SENCO** - SEN Co-ordinator

**SEND** - SEN and disability