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**HAZELWOOD**  
INTEGRATED COLLEGE



## SEN Policy

To be read in conjunction with the following policies:

- Promoting Positive Behaviour Policy
- Child Protection & Safeguarding Policy
- Exam Access Arrangements Policy

# STATEMENT

**Summary:**

The legislation that currently governs practice regarding children and young people (C&YP) with special educational needs (SEN) is the Education Order (1996). The current Code of Practice on the Identification and Assessment of SEN provides guidance on how the legislation is to be delivered in schools and was published in 1998.

**Person Responsible:** Mrs L. Drennan

**Additional Notes**

Policy Number: 2023/09

**History:**

Drafted: 1st September 2023

**Drafted by:**

Mrs L. Drennan

**Revised by:**

Name: Date

**Consultation:**

Names/Departments/Etc. here

## **Rationale/Vision**

Hazelwood College staff are committed to providing equal access for all our pupils to a broad and balanced educational experience based on the Northern Ireland Curriculum.

We recognise that some pupils during their school career may have special educational needs and/or a disability. In the interests of these children, we will endeavour to make every reasonable arrangement to provide for their individual needs.

The legislation that currently governs practice regarding children and young people (C&YP) with special educational needs (SEN) is the Education Order (1996). The current Code of Practice on the Identification and Assessment of SEN provides guidance on how the legislation is to be delivered in schools and was published in 1998.

SENDO (2005) increased the rights of C&YP with SEN and/or disabilities to be educated in mainstream schools and aimed to ensure that children with disabilities were not disadvantaged compared to their peers in school.

The Supplement to the CoP was published in 2005 and updated parts of the 1998 CoP to reflect the changes following SENDO (2005).

The most recent legislation, the Special Educational Needs and Disability Act (NI) 2016, strengthens and builds upon the duties contained within the Education Order (NI) 1996 and SENDO (NI) 2005. It places new duties on the schools' Board of Governors, the Education Authority and Health and Social Care Trusts. It provides new rights for parents and children over compulsory school age. **It is one element of the new SEN and Inclusion Framework which include new SEN Regulations and a new statutory Code of Practice as of 2021, awaiting ministerial approval.**

NB: In the interim, schools have been advised that they must continue to adhere to all aspects of the Code of Practice (1998) and the Supplement to the Code of Practice (2005), except for recording children under the new three stages of the Code of Practice.

## Definitions

For all involved in a child's education it is important that there is a clear understanding of the terms 'special educational needs,' 'learning difficulty' and 'special educational provision', as defined in Article 3 of the 1996 Order.

## Special Educational Needs

A child has special educational needs if they have a learning difficulty which calls for special educational provision to be made.

## Learning Difficulty

A child has a learning difficulty if:

- a) they have a significantly greater difficulty in learning than the majority of children of the same age;
- b) they have a disability which either prevents or hinders them making use of everyday educational facilities of a kind generally provided for children of the same age in mainstream schools; or
- c) they have not attained the lower limit of compulsory school age and is or would be if special educational provision were not made, likely to fall within (a) or (b) when of compulsory school age.

## Special Educational Provision

Special educational provision (SpEP) is educational provision, which is additional to, or otherwise different from, the educational provision made generally for children of their age in mainstream schools.

## Disability

The following definition of disability is taken from the Disability Discrimination Act (1995):

A disability is when someone has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.

(Paragraph 2.3)

## Key Principles of Inclusion

The Disability Discrimination Code of Practice for Schools (ECNI, 2006), states: *"...all pupils have a right to the same opportunities in the whole of their educational life."*

All schools should have an inclusive ethos and actively seek to promote the inclusion of all children. Schools should approach inclusion as an integral part of all school policies including the school's SEN policy, School Development Plan, the school's accessibility plan and policies relating to e.g., Discipline, Bullying and Pastoral Care.

## SEN and Medical Categories

The following is the list of the five overarching SEN categories and sub-categories taken from: Department of Education Northern Ireland (2019) Recording SEN and Medical Categories - Guidance for Schools, Bangor: DENI).

- 1) Cognition and Learning (CL) - language, literacy, mathematics, numeracy
  - a) Dyslexia (DYL) or Specific Learning Difficulty (SpLD) - language/literacy
  - b) Dyscalculia (DYC) or Specific Learning Difficulty (SpLD) - mathematics/numeracy
  - c) Moderate Learning Difficulties (MLD)
  - d) Severe Learning Difficulties (SLD)
  - e) Profound and Multiple Learning Difficulties (PMLD)
- 2) Social, Behavioural, Emotional and Well-being (SBEW)
  - a) Social and Behavioural Difficulties (SBD)
  - b) Emotional and Well-being Difficulties (EWD)
  - c) Severe Challenging Behaviour associated with SLD or PMLD (SCB)

- 3) Speech, Language and Communication Needs (SLCN)
  - a) Developmental Language Disorder (DLD)
  - b) Language Disorder associated with a differentiating/ biomedical condition (LD)
  - c) Communication and Social Interaction Difficulties (CSID)
- 4) Sensory (SE)
  - a) Blind (BD)
  - b) Partially Sighted (PS)
  - c) Severe/Profound Hearing Impairment (SPHI)
  - d) Mild or Moderate Hearing Impairment (MMHI)
  - e) Multi-sensory Impairment (MSI)
- 5) Physical Need (PN)
  - a) Physical (P)

### **Children with a medical condition**

Children who have an identified medical condition will be recorded on the school's medical register. Those who do not require special educational provision will be recorded on the Medical register only and will not be placed on the SEN register.

A pupil with a medical diagnosis or disability may or may not have a SEN but what is key is *"does the pupil have a requirement for special educational provision to access the curriculum."*

A pupil can be recorded on both the SEN register and medical register if they have both a medical need and require special educational provision to be made for them.

The Medical Register is the responsibility of the school nurse and the principal.

The following is the list of the key medical diagnoses as commonly identified and agreed by the Department of Health which occur within the school population taken from Department of Education Northern Ireland (2019) Recording SEN and Medical Categories Guidance for Schools, Bangor: DENI).

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| <ul style="list-style-type: none"> <li>• Epilepsy</li> <li>• Asthma</li> <li>• Diabetes</li> <li>• Anaphylaxis</li> <li>• Autism Spectrum Disorder (ASD) Attention Deficit Disorder (ADD)/ Attention Deficit Hyperactivity Disorder (ADHD)</li> <li>• Dyspraxia/ Development Co-ordination Disorder (DCD)</li> <li>• Developmental Language Disorder (Medical) (DLD)</li> <li>• Global Developmental Delay</li> <li>• Down Syndrome</li> <li>• Complex Healthcare Needs Anxiety Disorder (includes social anxiety, phobia, school refusal, obsessive compulsive disorder)</li> </ul> | <ul style="list-style-type: none"> <li>• Depression</li> <li>• Eating Disorder</li> <li>• Psychosis</li> <li>• Other Medical Disorder</li> <li>• Cerebral Palsy</li> <li>• Spina Bifida - with Hydrocephalus</li> <li>• Spina Bifida - without Hydrocephalus</li> <li>• Muscular Dystrophy</li> <li>• Acquired Brain Injury</li> <li>• Visual Impairment</li> <li>• Hearing Impairment</li> <li>• Physical Disability</li> <li>• Other Medical Condition/ Syndrome</li> </ul> |
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## **Policy Aims**

- 1) To identify pupils with SEN/disability as early as possible using a variety of measures and in consultation with appropriate personnel.
- 2) To ensure full entitlement and access for pupils with SEN/disability to high quality education within a broad, balanced, relevant, and differentiated curriculum.
- 3) To ensure that all pupils with SEN/disability feel valued.
- 4) To offer curricular, pastoral, and extra-curricular opportunities that allow pupils to develop their knowledge, understanding and skills so ensuring progress, promoting success and self-confidence.
- 5) To offer a broad curriculum which will promote intellectual, emotional, social, and physical progress in order that pupils can develop as valuable members of society both now and in the future.
- 6) To encourage parental partnerships in all aspects of SEN provision.
- 7) To consider the views of the child when planning and implementing SEN, provision taking into account their age and capacity.
- 8) To support children in participating in making decisions in all aspects of their learning.
- 9) To strive for close co-operation between all services and agencies concerned to achieve an effective multi-disciplinary approach to meeting SEN.
- 10) To educate pupils with SEN, wherever possible, alongside their peers.
- 11) To develop a recording system so that each pupil's performance can be monitored and reviewed appropriately.
- 12) To encourage and/or maintain the interest of pupils with SEN in their education.
- 13) To encourage a range of teaching strategies that accommodate different learning styles and promote effective learning.
- 14) To create a caring and supportive environment in which pupils can contribute to the planned provision in relation to their individual learning needs.
- 15) To meet the needs of all pupils who have SEN by offering appropriate forms of educational provision and the most efficient use of available resources.
- 16) To promote collaboration amongst teachers in the implementation of the SEN policy.
- 17) To work closely with EA services and other outside agencies as appropriate to support each pupil with SEN.

## **Arrangements for Co-ordinating SEN Provision**

Although meeting the needs of pupils with SEN is a whole school issue the overall responsibility for managing SEN provision resides with the Board of Governors and the Principal of the school. However, to facilitate the day-to-day running of the provision the Board of Governors has delegated responsibility to co-ordinate the provision for pupils with special educational needs to the SENC

## **Roles and Responsibilities**

The following section highlights the key roles and responsibilities of all those involved in SEN provision:

### ***Board of Governors***

The role of the Board of Governors of a mainstream school is to exercise its functions in relation to the school with a view to ensuring that provision is made for registered pupils with special educational needs.

A SEN Governor is due to be appointed to monitor the school's provision for children with special educational needs.

Chapter 12 of the document 'Every School a Good School' (DENI, 2010) relates specifically to the role of the Governor in supporting pupils with special educational needs. Based on this information, The SEN Resource File (DENI, 2011) outlines that the Board of Governors has a statutory duty to:

- take account of the provisions in the DE Code of Practice on identifying and assessing special educational needs;
- use their best efforts to provide for pupils identified with SEN and that parents are notified of their child's special needs;
- maintain and operate a policy on SEN;
- ensure that where a registered pupil has special educational needs, those needs are made known to all who are likely to teach them;
- check that the teachers in the school know the importance of identifying those registered pupils with SEN and of providing appropriate teaching; and
- allocate funding for special educational needs and disability; and
- prepare and take forward a written accessibility plan.

### ***Principal***

- According to the Code of Practice (1998) the Principal should:
- keep the Board of Governors informed about SEN issues;
- work in close partnership with the SENCo;
- liaise with parents and external agencies as required;
- delegate and monitor the SEN budget;
- ensure the Senior Leadership Team (SLT) are actively involved in the management of SEN within the school;
- SLT members should ensure consistency of practice and contribute to the realisation of the School Development Plan; and
- provide a secure facility for the storage of records relating to special educational needs.

### ***SENCo***

In all mainstream schools, a designated teacher who usually assumes the title of the special educational needs co-ordinator (SENCo) should be responsible for:

- the day to day operation of the school's special educational needs policy;
- responding to requests for advice from other teachers;
- co-ordinating provision for pupils with special educational needs;
- maintain the school's SEN register and oversee records on pupils with special educational needs;
- working in partnership with parents of children with special educational needs;
- establishing the SEN in-service training requirements of the staff, and contributing as appropriate to their training; and
- liaising with external agencies.

### ***Class Teacher***

The class teacher should:

- be aware of current legislation;
- keep up to date with information on the SEN Register;
- gather information through observation and assessment;
- develop an inclusive classroom;
- work closely with other staff to plan for learning and teaching;
- contribute to, manage, and review 1EPs in consultation with the SENCo; and
- involve classroom assistants as part of the learning team.

### **SEN Support Staff/ Additional Adult Assistants**

Support Staff/ Additional Adult Assistants should:

- work under the direction of the class teacher;
- be involved in planning;
- look for positives by talking to the child about his/her strengths;
- provide practical support;
- listen to the child/speak to staff on the child's behalf;
- explain boundaries and operate these consistently and fairly;
- keep records and attend meetings; and
- share good practice.

### **Pupil views**

In school, as far as reasonably practicable, we seek and have regard to the child's views about their strengths, learning difficulties and education, taking into account their age and maturity.

Key decisions for a particular pupil might include:

- contributing to their own assessment, provision, and progress;
- contributing to the review of PLPs, Annual Reviews, and the Transition process; and
- involving and supporting the pupils to participate in making decisions about matters affecting them.

Seeking their views and supporting them to participate in making decisions about their learning is good practice. The child's progress will be more effective when both they and, where appropriate, their parents are involved, and account is taken of their wishes, feelings, and perspectives.

### **Parent/person with parental responsibility**

At Hazelwood College, we acknowledge that successful partnerships between parents, pupils and school play a key role in promoting a culture of co-operation, openness and transparency and have a crucial impact on the effectiveness of special educational provision. Seeking the views of the child or young person also plays a key role in helping us understand individual needs.

Teachers, pastoral staff, SENCos, CAs and other school staff all have a significant role in developing positive and constructive relationships with parents and pupils. We encourage this participation and value its contribution.

It is the school's responsibility to inform parents when staff are considering placing the pupil's name on the SEN register or moving the child between stages. It is essential that parents inform the relevant school staff of any significant needs their child may possess. They should do this as early as possible. For example, essential information may need to be made available by a parent upon a child's entry to the school.

Parents should be invited as necessary to:

- meet with staff to discuss their child's needs;
- attend review meetings;
- inform staff of changes in circumstances; and
- support targets on PLPs.



## Admissions

The admission arrangements with respect to the majority of pupils with SEN must be consistent with the school's general arrangements for all other pupils.

The Special Educational Needs and Disability Order (SENDO) (2005) legislation strengthened the right for children with a Statement to an ordinary school place unless it is against the wishes of parents, or it is incompatible with the efficient education of others. Children who have special educational needs but do not have a statement, must, except in specific circumstances, be educated in an ordinary school (Article 3(1) SENDO, 2005).

Children with Statements of SEN are placed in the school at the request of the Education Authority (EA). When seeking to place a pupil with a Statement, the EA will take into account the wishes of the child's parents and the provision of efficient education for other children in the class or school and the efficient use of resources to determine the suitability of the placement. This arrangement is in line with SENDO legislation.

## Accessibility

At present:

- pupils with disabilities have equal access to all areas of the school building (with the exception of the upper floor of Graymount House, an Administration building);
- the school is fully accessible to wheelchair users (with the exception of the upper floor of Greymount House, an Administration building);
- there are well-equipped facilities for personal care;
- access to a broad and balanced curriculum can be facilitated appropriate to age, ability, aptitude, and attainments; and

## Special Facilities, Resources and Accommodation

- 4 rooms for support classes, CL2, CL20, CL23 and CL25
- Additional adult support placed throughout the school

## Reports

The Board of Governors receive termly reports on all interventions run with in the department.

## Identification and Assessment of Special Educational Needs

It is vitally important that children with SEN are identified as early as possible and that an awareness of their possible difficulties is clearly communicated between all the professionals involved with their development. (Code of Practice 1998, paragraph 2.14)

Children with SEN should be identified as early as possible and assessed as quickly as is consistent with thoroughness. (Supplementary Guide of the Code of Practice paragraph 5.12 - page 44)

In Hazelwood College, the following may be used to identify pupils' needs:

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| <ul style="list-style-type: none"><li>• information from transferring school;</li><li>• teacher observation and professional judgement;</li><li>• standardised tests (e.g. CAT/PTE/PTM, reading and comprehension and spelling tests);</li><li>• diagnostic screening assessments (eg Dyslexia Portfolio);</li><li>• whole school assessment (e.g.: CAT/PTE/PTM);</li><li>• class tests/school examinations;</li></ul> | <ul style="list-style-type: none"><li>• personalized learning plans;</li><li>• care plans;</li><li>• personal education plans for children who are looked after;</li><li>• statements of special educational need;</li><li>• annual reviews for children who have a statement of SEN;</li><li>• professional reports;</li><li>• parental contributions;</li><li>• pupil contributions;</li></ul> |
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## **The Management of Special Educational Needs**

### ***The three stages of Special Education Provision***

In Hazelwood College, we adhere to the three stages of the Code of Practice. These stages focus on the level of the special educational provision required for a child to make adequate progress commensurate with their abilities and improve their outcomes.

Responsibility for pupils with SEN at each stage lies with the school, given the day-to-day role of the school in a pupil's teaching and learning, with increasing EA involvement when required. A summary of the three stages of special education provision is set out below:

#### ***Stage 1 includes:***

- School delivered special educational provision;
- An PLP is required;
- The majority of special educational needs will be met at this stage;
- The responsibility lies with the school;
- Operates in mainstream schools and classes; and
- Reasonable adjustments and additional strategies and approaches are implemented, aimed at meeting, and addressing the child's SEN.

The PLP should contain the core information/evidence of the school action to inform a request, if considered necessary, for access to EA SEN services at Stage 2. The child will only move to Stage 2 once any external special educational provision is being implemented.

#### ***Stage 2 includes:***

- School-delivered special educational provision plus external provision, for example, the EA or the HSC Trust;
- An PLP is required. A smaller number of children will need this provision;
- The responsibility lies with the school plus external provision from EA;
- Reasonable adjustments, additional strategies and approaches are implemented plus resources, advice, guidance, support, and training provided through the EA SEN support services to address the child's SEN.

In the event of a child not making progress, despite the external support from the EA, the child may require consideration for a statutory assessment. The PLP contains the core school information the EA will use to consider and if appropriate make, a statutory assessment.

The pupil will remain at Stage 2 when a request for a statutory assessment is being considered, is being made and, if appropriate until a Statement is made.

#### ***Stage 3 includes:***

- Pupils with a statement of SEN;
- School and EA delivered special educational provision plus any relevant treatment or service identified by the HSC Trust;
- An PLP is required;
- A smaller number of children will need this provision;
- The responsibility lies with the school and the EA -with input from the HSC Trust where relevant;
- Mainstream schools, LS Centres attached to mainstream schools or special schools (as determined within the child's statement);
- Reasonable adjustments, the school delivered special educational provision are implemented plus EA provision as set out in the Statement.

At Stage 3, the child has a statement and is receiving special educational provision, as set out in the Statement.

The pupil's PLP should be revised, to reflect the content of the statement (as it relates to the PLP including the SEN category (or categories)); setting intended outcomes based on the objectives of the special

educational provision and the nature and extent of the EA's provision including any relevant service and treatment the HSC Trust are to provide; and any additional school provision or modifications to the curriculum, as itemised in the statement; the pupil's PLP will be subject to regular monitoring, review and evaluation and will form the key basis of educational information to inform the annual review of the statement.

### **Exceptional Cases**

In most cases transition through the three-staged assessment process occurs in sequence. However, in exceptional circumstances, pupils may demonstrate such significant or unforeseen difficulties that with multi-professional and parental agreement a move to a higher stage of need is necessary immediately.

### **The Annual Review**

Article 19 of the Education (Northern Ireland) Order 1996 requires that any child or young person who is the subject of a statement of special educational needs, whether attending a special or mainstream school, must be reviewed annually, to make sure that the needs of the child or young person are still being met and to consider the appropriateness of the placement. Annual Reviews should be seen as part of the process of continuous monitoring of the child's progress. The Annual Review procedure is designed to:

- gauge the child's progress towards meeting the objectives specified in the Statement;
- review the special provision made for the child, including placement; and
- consider the appropriateness of maintaining the statement of special educational needs.

The annual review is carried out by the school on behalf of the EA with the relevant SARs forms being completed and submitted to EA.

The Review will take place in school and is Chaired by the Principal (or another person as delegated by the Principal).

### **Record Keeping**

The SENCo keeps the following records in school:

- SEN Register;
- records of concern;
- personalised learning plan/(PLP)reviews;
- statements/annual reviews/transition plans;
- assessment results/data;
- individual pupil files;
- record of liaison/meetings with staff from the Education Authority's SEN Support Services/Health and Social Care Trust
- support, advice, and training provided to staff.

### **Monitoring the Progress of Pupils with Special Educational Needs**

It is the responsibility of the SENCo to ensure that the progress of pupils on the SEN register is monitored. This may be achieved by considering that:

- personalised learning plan are monitored and reviewed for quality, progression, and appropriateness through meeting with teachers on a regular basis;
- evidence is collated to demonstrate whether the pupil is making progress; and
- information gathered is used in future planning for intervention and to inform movement either up or down through the stages of the Code of Practice.

## **Professional Development**

The SENCo oversees the professional development of all staff in his/her school. It is essential that all staff are kept up to date with SEN developments to provide effective teaching and support for pupils.

Following attendance at relevant internal or external education and training programmes, staff members should be encouraged to disseminate the information provided to build the capacity of their colleagues.

## **Partnership working**

In school we work with a range of EA Pupil Support Services, where appropriate, to receive training and guidance to support the school and parents in meeting the needs of children with special educational and medical needs. Examples of EA Pupil

Support Services may include:

- Autism Advisory and Intervention Service (AAIS)
- Post Primary Behaviour Support (PPBS)
- Sensory Service
- Special Educational Needs Inclusion Service (SENIS)
- Literacy Service
- SEN Early Years Inclusion Service (SENEYIS)
- Language and Communication Service

*Other services may include:*

- Behaviour Support and Provisions
- Education Psychology Service

## ***Other Support Services (for example)***

- Child and Adolescent Mental Health Services (CAMHS)

## **Complaints**

All complaints regarding SEN will be dealt with in line with school's existing complaints procedures.

If the parent/school has any queries in relation to the special educational needs of a child with a Statement or one who is currently being assessed for a statement of special educational needs, the parent/school can contact the local EA Office or SEN Link Officer in the first instance to seek resolution to the complaint.

## **Monitoring and evaluating the SEN Policy**

The SEN policy will be reviewed annually. It will be amended as appropriate in light of changes in legislation or practice following targeted consultation with all staff members, parents, and external agencies. This policy will be brought to the Board of Governors for final approval.