



# SEND (Special Educational Needs and Disabilities) Policy

Policy Updated 23/06/2022

Reviewed By	Date	Signature
N Wedgwood	24/6/22	N Wedgwood
D Chell	6/11/23	D Chell
D Chell	13/12/2024	D Chell
D Chell	8/1/2026	D Chell

## Aim

This policy is designed to ensure that all students can access a broad, balanced and relevant curriculum that supports them in reaching their full potential and will be differentiated and personalised according to student need. This policy is also compliant with the SEND Code of Practice (April 2015).

## Purposes

- To ensure full entitlement and access to a broad, balanced and relevant curriculum that is personalised to meet individual needs.
- To ensure students with Special Educational Needs/Learning Difficulties and Disabilities (SEND) are integrated, as fully as possible, into the life of Alpha Learning.
- To ensure adequate levels of support are in place and make reasonable adjustments for the needs of individual students, as and when required.
- To fully involve parents/carers, students and any relevant outside agencies/mainstream schools in the identification, assessment and monitoring process.
- To have procedures in place which ensure that all staff are aware of the needs of students and offer the CPD and training required to meet those needs.
- To acquire, maintain and make full use of appropriate resources, thereby offering appropriate and flexible forms of educational provision.

**The Head of Centre, Nadine Wedgwood and SENDCo (Special Educational Needs & Disabilities Co-ordinator) are responsible for the day-to-day support of students identified as having a Special Educational Need or Disability.**

Students will be supported with SEND through :

- Meticulous record keeping and maintenance.
- Co-ordination of all Pupil Passports and Student Profiles
- Liaison with parents/carers.
- Liaison with outside agencies, including National Health Service, Social Care, SENDMAS, CAMHS, YOT, Education Welfare and the Educational Psychology Service etc.
- Liaison with the link staff at Alpha Learning and other schools/settings.
- The direction of resources.
- Contribution to any SEND reviews (including Annual or Transfer reviews) for those with an Educational Health and Care Plan (EHCP), Including the writing of reports, preparation and attendance.
- The monitoring and evaluation of the impact of support provision on student progress.
- Ensuring that individual students receive appropriate provision and support.
- Supporting the transition of SEND students from Alpha Learning into other educational providers.

All staff at Alpha Learning are involved in the development of the SEND Policy, are aware of the procedures and are clear about their responsibilities in the implementation of the policy.

## Admissions

Admissions to Alpha Learning for those with SEND are made via the mainstream provider or Local Authority. All students, regardless of SEND status, are subject to the same referral procedures. The SENDCo will ensure that no student with SEND is discriminated against throughout the admissions process, including any baseline assessments which will be accessible to all.

## Assessment

Assessment via data given from mainstream provisions. This can include:

- KS2/KS3/KS4 subject specific data
- Reading/Spelling ages
- Specific assessments completed by external agencies, such as SEND, Educational Psychology, CAMHS etc.
- Staff reports
- Outside agency recommendations and supporting advice
- Pupil Passport
- Student Profile

Alpha Learning undertake the Assess, Plan, Do and Review process, as determined by the SEND Code of Practice (January 2015).

## Resources

We provide a range of bespoke resources, strategies and interventions to support students with SEND. If specific resources are required, we will endeavour to order and apply these as soon as possible after admission.

## Inclusion

The SENDCo ensures that students with SEND are fully included in the school community, including access to all facilities and the full range of curricular and extra-curricular activities.

## Complaints

Complaints relating to Special Educational Needs must be addressed to **Alpha Learning Staffordshire**. All complaints will be dealt with fairly and quickly as possible, in accordance with our Complaints Policy.

## Staff Development

All the staff at Alpha Learning will undertake any necessary training on SEND, as and when applicable to the needs of the students.

## **Parent(s)/Carer(s) Partnerships**

Alpha Learning maintains relationships with Parents/Carers when appropriate. Parents/Carers of students with SEND can contact **Nadine Wedgwood** (Centre Manager) or **Alpha Learning Staffordshire**.