



# Compass Learning Centre

## SEN & Disability Policy 2022-23

<b>Statutory Policy:</b> YES	<b>Governor Action:</b> NO			
<b>Governors' Committee Responsible:</b>	Teaching & Learning Committee			
<b>Link Governor:</b>	SEN Link Governor			
<b>Link SLT:</b>	SENCO			
<b>Person Responsible:</b>	SENCO			
<b>Date Reviewed:</b>	September 2022			
<b>Next Review Date:</b>	September 2023 DC led - await advice of next review			
<b>Key Link Policies / Documents:</b> <i>This list is not exhaustive and further policies / documents may also need to be consulted in addition to these dependent on circumstances</i>	SEND Offer Supporting Children with medical conditions Accessibility plan Safeguarding Policy Data Protection / GDPR Policies Admissions Policy			
<b>Policy Suite:</b>				
HR	Curriculum	Student Behaviour & Welfare	Finance	Premises & Health & Safety
	✓	✓		

*Our aim is to help all our learners unlock their potential in life and work*

Signed: *Alison Glazier* Headteacher Date: 20/09/2022

Signed: *Janice* Link Governor Date: 24/11/2022

## Equality Impact Assessment – initial screening record

<ul style="list-style-type: none"> <li>• What area of work is being considered?</li> <li>• Upon whom will this impact?</li> </ul>	SEN & Disability Policy																																				
	Teaching & Learning																																				
<ul style="list-style-type: none"> <li>• How would the work impact upon groups, are they included and considered?</li> </ul> <table border="1" data-bbox="248 461 1219 712"> <thead> <tr> <th>The Equality Strands</th> <th>Negative Impact</th> <th>Positive Impact</th> <th>No impact</th> </tr> </thead> <tbody> <tr><td>Minority ethnic groups</td><td></td><td>√</td><td></td></tr> <tr><td>Gender</td><td></td><td>√</td><td></td></tr> <tr><td>Disability</td><td></td><td>√</td><td></td></tr> <tr><td>Religion, Faith or Belief</td><td></td><td>√</td><td></td></tr> <tr><td>Sexual Orientation</td><td></td><td>√</td><td></td></tr> <tr><td>Transgender</td><td></td><td>√</td><td></td></tr> <tr><td>Age</td><td></td><td>√</td><td></td></tr> <tr><td>Rurality</td><td></td><td>√</td><td></td></tr> </tbody> </table>		The Equality Strands	Negative Impact	Positive Impact	No impact	Minority ethnic groups		√		Gender		√		Disability		√		Religion, Faith or Belief		√		Sexual Orientation		√		Transgender		√		Age		√		Rurality		√	
The Equality Strands	Negative Impact	Positive Impact	No impact																																		
Minority ethnic groups		√																																			
Gender		√																																			
Disability		√																																			
Religion, Faith or Belief		√																																			
Sexual Orientation		√																																			
Transgender		√																																			
Age		√																																			
Rurality		√																																			
<ul style="list-style-type: none"> <li>• Does data inform this work, research and/or consultation. And has it been broken down by the equality strands?</li> </ul> <table border="1" data-bbox="248 893 1219 1162"> <thead> <tr> <th>The Equality Strands</th> <th>No</th> <th>Yes</th> <th>Uncertain</th> </tr> </thead> <tbody> <tr><td>Minority ethnic groups</td><td>√</td><td></td><td></td></tr> <tr><td>Gender</td><td>√</td><td></td><td></td></tr> <tr><td>Disability</td><td>√</td><td></td><td></td></tr> <tr><td>Religion, Faith or Belief</td><td>√</td><td></td><td></td></tr> <tr><td>Sexual Orientation</td><td>√</td><td></td><td></td></tr> <tr><td>Transgender</td><td>√</td><td></td><td></td></tr> <tr><td>Age</td><td>√</td><td></td><td></td></tr> <tr><td>Rurality</td><td>√</td><td></td><td></td></tr> </tbody> </table>		The Equality Strands	No	Yes	Uncertain	Minority ethnic groups	√			Gender	√			Disability	√			Religion, Faith or Belief	√			Sexual Orientation	√			Transgender	√			Age	√			Rurality	√		
The Equality Strands	No	Yes	Uncertain																																		
Minority ethnic groups	√																																				
Gender	√																																				
Disability	√																																				
Religion, Faith or Belief	√																																				
Sexual Orientation	√																																				
Transgender	√																																				
Age	√																																				
Rurality	√																																				
<ul style="list-style-type: none"> <li>• Does the initial screening highlight potential issues that may be illegal? <b>No</b></li> </ul> <div data-bbox="248 1308 1238 1453" style="border: 1px solid black; padding: 5px; min-height: 60px;"> <p>Further comments:-</p> </div>																																					
<p>Do you consider that a full Equality Impact Assessment is required? <b>No</b></p>																																					
<p>Initial screening carried out by Rebecca Hubbard SENCo</p> <p>Signed: <i>Becky Hubbard</i> Dated: September 2022</p>																																					
<p>Comment by Headteacher:</p> <p>Date</p>																																					

## Dorset Council Children's Services

# LEARNING & INCLUSION SERVICES GUIDANCE

## SEN and Disability Policy

Responsible Officer	Contact Details
<p data-bbox="236 1064 598 1093">Senior Advisor, Kelly Lambert</p> <p data-bbox="245 1122 588 1151">Physical and Medical Needs</p> <p data-bbox="220 1180 614 1209">(Specialist Teaching and Advice)</p>	<p data-bbox="708 1064 1038 1093">Tel: 01305 224063</p> <p data-bbox="708 1122 1305 1151">e-mail: <a href="mailto:Kelly.Lambert@dorsetcouncil.gov.uk">Kelly.Lambert@dorsetcouncil.gov.uk</a></p>

Date: September 2022

# COMPASS

## COMPLIANCE

This policy complies with the statutory requirement laid out in the SEND Code of Practice: 0 to 25 (*July 2014*), and has been written with reference to the following guidance and documents:

- Equality Act 2010: Advice for schools – (*DfE May 2014*)
- SEND Code of Practice 0 to 25 (July 2014)
- Schools SEN Information Report Regulations (2014)

## SPECIAL EDUCATIONAL NEEDS AND DISABILITY – SCHOOL INFORMATION

The Headteacher has overall responsibility for Special Educational Needs and Disability in Compass.

The designated teacher responsible for coordinating SEND provision for children/young people is: Becky Hubbard (r.hubbard@compass.dorset.sch.uk). This person is a member of the Senior Leadership Team.

The person co-ordinating the day to day SEND provision for children/young people at Compass is Becky Hubbard. The Governor / Management Committee member with oversight of the arrangements for SEN and disability is: to be confirmed.

### Compass Mission Statement:

Our aim is to help all our learners achieve their full potential in life and work.

This policy was developed in conjunction with: **Governors / Management Committee, SLT, parents and current students.**

## AIMS AND OBJECTIVES

Compass has high aspirations for all children and young people identified as having SEND in our school. We strive to ensure that all children and young people achieve their best, that they become confident individuals living fulfilling lives, and make a successful transition into adulthood, whether into employment, further or higher education or training.

Compass is an inclusive Learning Centre and we focus on the right outcome for each individual student. As a staff we are aspirational for our students and want them to meet or exceed their expectations. We encourage all students, irrespective of their SEND, to be aspirational about their future both in academic and social terms.

## **AIMS:**

- To create an atmosphere of encouragement, acceptance, respect of achievements and sensitivity to individual needs, in which all children / young people can thrive.
- To identify at referral, or subsequently, any further barriers that prevent a young person / child from achieving their potential and putting in place strategies, support, intervention and appropriate training to enable progress to happen.
- To enable each child to take part and contribute fully to school life and be an active member of their local community during their time at Compass and beyond.
- To develop individuals' self-esteem, confidence and emotional resilience so that they can learn to make the right choices at Compass, their mainstream school (if appropriate) and post 16.
- To provide access to and progression within the curriculum.
- To involve ALL our young people / children in planning to address, monitor and review their special educational needs and or disability.
- To work in partnership with parents to support children's learning and health needs.

## **OBJECTIVES:**

- To identify and provide for children who have special educational needs and additional needs.
- To work within the guidance provide in the SEND Code of Practice, 2014.
- To operate a "whole child, whole school" approach in the management and provision of support for children with special educational needs or disability.
- To employ a Special Educational Needs Co-ordinator(SENCO) who will work within the bounds of the SEN Inclusion Policy.
- To provide support and advice to all staff who work with children with special educational needs.

## **ROLES AND RESPONSIBILITIES**

The Governing body will exercise their duty and have regard to the Children and Families Act 2014 and the Equality Act 2010. This will include ensuring that Compass' arrangements supporting disability and medical conditions, equality, school and SEND information pertinent to the SEND Policy are published. This will be achieved through regular Governing Body meetings and in consultation with the link SEN governor.

Currently, every young person / child at Compass has a mentor. This person will develop and maintain close links with the family and will be the key person to make initial contact and to share information with families and agencies. The SLT will further support mentors by attending meetings (LAC, TAF, CiN etc) and putting in place strategies and interventions that address the SEND of individual students. The SENCO will prepare for and attend Transfer, Annual and Early Annual Reviews and will be the link person between Compass and SEN at County Level.

The designated person responsible for LAC children is Mark Fisher.

## **ADMISSION ARRANGEMENTS**

Compass uses the local authority arrangement for School Admissions. The agreement is mindful of national requirements supporting all young people / children, including those who are disabled, in a fair and non-discriminatory way, when securing admission to school. In addition to this Compass makes appropriate reasonable adjustments to accommodate those who are disabled. Where adaptations are required to support physical or medical needs,

Compass liaises with the local authority, health services and parents / carers to ensure that appropriate arrangements are made to meet individual medical conditions. More information can be found in the Local Offer information held on the local authority's website below.

<https://www.dorsetcouncil.gov.uk/children-families/sen-and-disability-local-offer/dorsets-local-offer.aspx>

## **FACILITIES FOR THOSE WITH SPECIAL EDUCATIONAL NEEDS / DISABILITY**

The school has an Accessibility Plan

[https://www.compass.dorset.sch.uk/files/ugd/f48d24\\_626a4b53c9364d859a1596c4838df5ce.pdf](https://www.compass.dorset.sch.uk/files/ugd/f48d24_626a4b53c9364d859a1596c4838df5ce.pdf)

The plan is monitored, reviewed and reported upon annually to the Governing Body in compliance with legal requirements. We are mindful of the duties under the Equality Act 2010 as amended in September 2012 to provide Auxiliary Aids and Services where appropriate as detailed in 'The Equality Act 2010 and schools – (May 2014)'. We comply with the requirement to support young people / children with disability as defined by the Act.

The school has a range of specialist SEND facilities in place.

- wheelchair access
- Increased access to the curriculum and assistance during examinations. Access arrangements are applied for on an individual basis with the support of the class teacher, SENCo, exams officer and accredited specialist assessor
- School transport ( this is reviewed by the school on an individual's needs and in line with DCC policy)
- 

## **SEN INFORMATION AND LOCAL OFFER**

The school website holds information about SEND and specific information about how young people and children with SEND are supported in the curriculum and around the school. We comply with the statutory requirement to publish SEND information as specified in paragraphs 6.79 to 6.83 of the SEND Code of Practice: 0 to 25. This information is kept under review and updated regularly in liaison with parents / carers, governors and staff.

We publish further information about our arrangements for identifying, assessing and making provision for young people / children with SEND on the local authority's website. This can be found at the Dorset Family Information Service on the link below:

<https://familyinformationdirectory.dorsetforyou.gov.uk/kb5/dorset/fsd/service.page?id=1-d5Vxttao0&familychannel=301>

## **IDENTIFYING SPECIAL EDUCATIONAL NEEDS**

The SEND Code of Practice: 0 to 25 (*July 2014*) identifies SEND under four broad areas of need (sections 6.28 to 6.35):

- i. Communication and Interaction.
- ii. Cognition and learning.
- iii. Social, emotional and mental health difficulties.
- iv. Sensory and/or physical needs.

Young people / Children may have needs in more than one category and we aim to ensure that individual plans match personal learning requirements.

Compass staff use a wide range of tools to assess the amount and level of SEN support required. These include:

- Assessment of individual's needs at referral.
- Weekly meetings with young person / child's teachers and keyworkers to review and monitor student progress.
- Sharing of baseline data and progress at young person / child's previous school.
- Close and regular communication with parents / carers and a welcoming 'joined up' approach to identifying further needs.
- Close professional relationships with other services and agencies including the Dorset locality teams, Social Care and Health, medical professionals, CAMHS team.
- The majority of students referred to Compass will have some level of SEND. The current exception to this are those referred through In Year Fair Access (IYFA). These students will be assessed on an individual basis. Should a student be identified as needing further intervention whilst they are at Compass parents will be notified and advice will be sought from professionals such as Educational Psychologists, the Paediatric Medical team and CAMHS.
- Students' needs are reviewed regularly through meeting such as Team Around the Family meetings, Progress reviews etc.
- Compass collects data on student progress 6 times a year. This information is shared with parents in 5 half termly reports and 1 full school report.
- Any Compass student not making expected progress will be discussed initially within departments / subject areas then at a Teaching and Learning meeting. Teaching staff will be expected to share current interventions and strategies used with those young people. Should any further interventions be unsuccessful the SENCo and SLT will investigate further interventions that may remove barriers to learning. This may include joint planning and working with other agencies and professionals, timetable or provision changes, further testing such as Core Diagnostic Testing or other.

Learning needs are managed either by using additional support or by having an Education, Health & Care Plan (EHCP). The majority of children with special education needs or disability will have their needs met by Compass.

Our staff are responsible and accountable for the development and progress of the young people / children in their class, including where they access support from Teaching Assistants or specialist staff.

High quality teaching, differentiated for individual young people / children, is the first step in responding to those who have or may have learning needs. This is known as a 'graduated response'. We regularly review the quality of teaching for all young people / children, including those at risk of underachievement. Where it is clear that additional intervention is not resulting in progress, it is possible that a young person / child may have special educational needs. This initial identification usually happens before a young person / child is referred to Compass. If a young person / child has been identified as having special educational needs an Individual Education Plan (IEP) or provision map will be drawn up and the school will keep a careful record of this in order to monitor progress.

Where it is decided that a child / young person does have SEND, the decision should be recorded in the school records and the child / young person's parents / carers **must** be informed (preferably in writing) that special educational provision is being made.

The SENCO will use the school's tracking system and comparative national data and expectations to monitor the level and rate of progress for children / young people identified with SEND.

Staff monitor the progress of all children / young people to identify those at risk of underachievement. We recognise that needs are sometimes affected by other factors which

are not educational but nevertheless impact on learning. These are identified as far as possible and addressed appropriately using additional processes and other strategies.

Some examples of other influences upon progress:

- Attendance and punctuality
- Health and welfare
- English as an Additional Language
- Pupil Premium
- Children in care
- Service children
- Disability where there is no impact on progress and attainment.
- Bereavement and family issues.

## **MANAGING SEND CHILDREN IN OUR SCHOOL**

Where a child / young person is identified as having SEND and or a disability Compass adopts a process of "Assess, Plan, Do, Review". This method is detailed in the SEND Code of Practice:0 to 25 (*July 2014*) sections 6.45 to 6.56. The principle is firmly embedded in working closely with parents / carers and children to agree, action and monitor individual progress over time so that special educational needs for all children are addressed appropriately, effectively and with good outcomes.

- A child / young person's subject teacher will be responsible for assessing and monitoring their progress within the lesson. They will liaise with parents / carers as appropriate through phone calls, letters and parents' evenings. They will put in place strategies and interventions to enable the child / young person to make expected or better progress.
- In addition to this the child / young person's keyworker will write an IEP on referral. This is then shared with subject teachers and is reviewed at least 3 times a year. Compass make a commitment to meet with parents 3 times a year to collect their views on the progress of the child / young person with SEND.
- The child / young person's short term targets are recorded on half termly reports which are sent out to parents mid-term and end of term. Progress both academically and behaviourally in every subject is recorded in these reports. It is the keyworker's responsibility to update these reports and ensure they are sent out at regular intervals.
- The level of provision for each individual child / young person is reviewed in consultation with subject teachers, parents, the student, SENCO and SLT as and when an intervention has been successful and is no longer needed or when a child / young person continues not to make progress despite interventions.
- If Compass feels unable to fully meet the needs of a child / young person through our own provision arrangements, we would work closely with the parents / carers, young person, Educational Psychology team (and any other appropriate agency or professional) and the designated County planning coordinator for SEN in order to establish what extra provision or resources are needed. Agencies and schools work collaboratively with parents / carers when provision arrangements need to be reviewed and the process would usually start with an initial meeting held at Compass.



- Where Compass feels students require additional support the SENCO will work closely with parents/carers to complete the necessary referral to access for example Dorset locality team specialist teachers or educational psychologist.
- The progress of students with SEND is collated within a data tracking programme. All staff have access to this. It is analysed on a half termly basis.

**[SEE sections 6.36 to 6.56 and 6.58 to 6.78 of SEND Code of Practice]**

## **MONITORING AND EVALUATION OF SPECIAL EDUCATIONAL NEEDS & DISABILITY**

The SEN Code of Practice informs how the school will monitor and evaluate SEND at Compass. The SENCo has a register / provision map, recording all students deemed

d to have SEND. This is shared with all staff and governors. Individual students and their parents may request to discuss their individual needs.

## **COMING OFF THE SEND RECORD**

A young person /child will be removed from the SEND Record if it is deemed that they have made sufficient progress over a period of time and are able to access the curriculum successfully. It is possible that some young people / children may require support for particular aspects of their learning which may be due to their underlying learning issues. All young people / children will be monitored and their progress tracked so that staff will be alerted to potential learning issues. For some children / young people it is possible that they will dip in and out of additional support throughout their school experience; parents will be consulted at each stage if support is provided or when it will cease.

A child / young person with an EHC Plan will follow the statutory guidance for ceasing an EHC Plan as set out in the Code of Practice. The ceasing of an EHC Plan is determined by the local authority where a child / young person no longer requires the special education provision as specified in the EHC Plan.

However a child / young person's progress will continue to be monitored by using the school's tracking systems.

## **STORING AND MANAGING INFORMATION**

All data including data stored electronically is subject to Data Protection law.

All paper records will be held in line with the school's policy/protocol on security of information.

## **SUPPORTING CHILDREN WITH MEDICAL CONDITIONS**

Compass will work within the statutory guidance, Supporting Pupils at School with Medical Conditions – (DfE April 2014). We will comply with the duties specified under the Equality Act 2010. We recognise that provisions relating to disability must be treated favourably and that Compass are expected to make reasonable adjustments in order to accommodate children / young people who are disabled or have medical conditions. (See the Compass' policy on "Supporting children at school with medical conditions:

## **TRANSITION ARRANGEMENTS**

Compass is committed to ensuring that parents / carers have confidence in the arrangements for children / young people on entry to our school, in the year to year progression and at the point of exit and transition to the next school. Staff will discuss these arrangements with parents / carers and agree the information that should be passed to the next phase of education.

Induction – the child / young person and their parents will meet with the Engagement & reintegration team or the SENCO. They will be given a tour of the school and assigned a mentor. Previous schools have a duty to pass on academic, personal and SEND information to the Compass in order to make the transition as smooth as possible. The child / young person will be sent a timetable and start date shortly after induction.

Progress within Compass year to year – there are 6 data collection points that record student progress. These will be shared with parents 5 times a year and a full, detailed school report will be issued once a year. Compass commits to meet with parents 3 times a year to discuss progress. Parents / carers are invited to communicate with Compass by phone, text or email when necessary and face to face at the school by appointment (if possible).

Transition to next phase of education – when a student returns to a mainstream school there will be a series of meetings involving both schools, parents/carers and students to discuss transition plans. Usually a phased return with Compass support will be planned. When a student moves on to Post 16 education in year 11 they must meet with an careers advisor to establish most suitable courses and requirements. The SENCO will meet with or liaise with other colleges and FE establishments to share information about SEND and access arrangements.

If a child / young person has an EHCP then the Annual Review will focus on the next transition stage and outcomes will be planned for accordingly. For students in Year 11 the annual review will be held in the Autumn term.

Children / young people for whom a request for assessment is made for an EHC Plan will be assessed using the SEND Code of Practice: 0 to 25 (*DfE - July 2014*) and if appropriate, issued with an EHC Plan.

## **TRAINING AND RESOURCES**

Training needs are identified through a process of analysis of need of both staff and children / young people as and when required. Staff training will be planned, discussed and undertaken as part of the performance management system.

The SENCO will provide information on specific needs of individuals for new staff and on referral of a student.

Additional training may also be arranged to support specific medical needs and will be arranged in conjunction with medical professionals.

The expertise of the Governing Body is used as a resource.

## SEN INFORMATION

Compass presents its SEN information in three ways:

- i. by information placed on the school website which can be found at: <https://www.compass.dorset.sch.uk/>
- ii. by following the link from the school website to the local authority's Family Information Service website;
- iii. through information contained in this policy which is also published on the school website.

All information can be provided in hard copy and in other formats upon request. Alternatively, families without internet access may visit the school to use IT facilities to view the school and local authority's websites.

You can find the following information on our website:

- ✓ The SEND Policy
- ✓ The school's SEN Information
- ✓ Link to Dorset's Local Offer website
- ✓ The policy for Supporting children at school with medical conditions
- ✓ The Accessibility Plan
- ✓ Link to school admissions information (this is currently under review).

## ACCESSIBILITY

Compass publishes its Accessibility Plan on the school website; this information can be found at:

[https://www.compass.dorset.sch.uk/files/ugd/f48d24\\_626a4b53c9364d859a1596c4838df5ce.pdf](https://www.compass.dorset.sch.uk/files/ugd/f48d24_626a4b53c9364d859a1596c4838df5ce.pdf)

## COMPLAINTS

It is hoped that all situations of concern can be resolved quickly through discussion and early action. However, if a parent / carer feel that their concern or complaint regarding the care or welfare of their child has not been dealt with satisfactorily, an appointment can be made by them to speak and explain the issues to the SENCO and / or Headteacher.

Compass publishes its Complaint's Policy on the school website; this information can be found at:

[https://9dff020d-02a6-45b4-8815-f2bc40e055ff.filesusr.com/ugd/c1c4bd\\_b45879d7c094480098957a2049a3dde8.pdf](https://9dff020d-02a6-45b4-8815-f2bc40e055ff.filesusr.com/ugd/c1c4bd_b45879d7c094480098957a2049a3dde8.pdf)

Specific complaints / questions regarding SEN can be directed to the SENCO Becky Hubbard ([r.hubbard@compass.dorset.sch.uk](mailto:r.hubbard@compass.dorset.sch.uk)). Should you still need further support / clarification you may contact your Dorset locality team.

Weymouth and Portland: Email: [chesillocality@dorsetcouncil.gov.uk](mailto:chesillocality@dorsetcouncil.gov.uk)

Tel: 01305762400

North: Email: [northlocality@dorsetcouncil.gov.uk](mailto:northlocality@dorsetcouncil.gov.uk)

Tel: 01258474036

West: Email: [westlocality@dorsetcouncil.gov.uk](mailto:westlocality@dorsetcouncil.gov.uk)

Tel: 01308425241

East : Email: [eastlocality@dorsetcouncil.gov.uk](mailto:eastlocality@dorsetcouncil.gov.uk)

Tel: [01202868224](tel:01202868224)

Purbeck: Email: [purbecklocality@dorsetcouncil.gov.uk](mailto:purbecklocality@dorsetcouncil.gov.uk)

Tel: [01929557000](tel:01929557000)

## **REVIEWING THE SEND POLICY**

This policy will be reviewed and updated annually.

The process:

1. SENCo will review the policy
2. SENCo will consult parents and students (this may be done online or by invitation)
3. SLT will review SENCos amendments
4. Governing Body / Management Committee will agree amendments or advise accordingly.

## **LINKS TO OTHER RELATED POLICIES**

Supporting children at school with medical conditions:

Accessibility Plan:

Safeguarding:

Data protection: