

SEND Policy

The Bishop of Winchester Academy



Sapere Aude

Document Control Table	
Policy Title	SEND Policy
Author: Name, Code, Role	Hayley Yarrow (HYA) SENCO
Policy Version (V) N°	3
Statutory	Yes ☒ No ☐ Internal Policy
Policy Required on Website	Yes ☒ No ☐
Policy Approval Date	Presented to Full Board: To be confirmed updated on 14.09.26 Out of meeting approval confirmed: To be confirmed updated on 14.09.26
Policy Approval Route	☐ Author – ALT ☐ Author - ALT - Trust Board ☐ Author - ALT - Resources Committee ☐ Author - ALT - Student Experience Committee
Policy Review Frequency	ALT annual ☒ biennial ☐ quadrennial ☐ Trust committee annual ☐ biennial ☐ quadrennial ☐ Trust board annual ☒ biennial ☐ quadrennial ☐ Other (state)
Linked Policies (if any)	• SEN Information Report (updated annually) • Equality Policy & Objectives • Accessibility Plan
Next Review Due by Author and ALT	Lent 2027
Next Review Due by Committee	n/a
Next Review Due by Board	Lent 2027

History			
V	Date	Author Code	Revision Summary
2	13/02/2025	NMO	4.5 SEND Referral Process added 4.6 HOY replacing Class Teacher 5.3 SEN Record replaced with Academy's Inclusion Register
3	14.09.26	HYA	General review and update of SENCO details.

A review date is not a sunset clause. The policy remains in place until such time as has been reviewed or superseded by updated relevant statutory guidance

Contents

Sponsors' Statement.....	4
1. Aims	4
2. Definitions	4
3. Roles and Responsibilities	5
4. Identification and Assessment of SEN	5
5. Reviewing	6

Sponsors' Statement

All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities.

1. Aims

- 1.1. The Bishop of Winchester Academy recognises the right of every student to be offered an appropriate education and seeks to ensure that, through the implementation of a whole school approach to Special Needs each student can reach their full potential and grow in independence.
- 1.2. The Bishop of Winchester Academy will ensure that:
 - the special educational needs of students will be addressed, and students will not be labelled or disadvantaged by any policy or procedure operated within the academy;
 - it works in partnership with parents and appropriate external agencies to support students with special educational needs and will use its best endeavours to ensure that appropriate provision is secured for any student with special educational needs in order to achieve agreed outcomes;
 - it has a Special Educational Needs Co-ordinator (SENCO). The SENCO will maintain and regularly review and monitor SEN records and data held in respect of an individual student and co-ordinate support. However, it will be the responsibility of all staff to support individual students, to implement strategies suggested by the SENCO and generally be responsible for ensuring that students receive provision appropriate to their needs and agreed outcomes; and
 - children and young people with SEN engage in the activities of the school alongside students who do not have SEN.
- 1.3. All support provided and decisions taken have regard to these general principles as well as the legal framework set out in the Children & Families Act 2014, the SEND Regulations 2014 and the SEND Code of Practice 2015.

2. Definitions

- 2.1. Under the Children & Families Act 2014, a child/young person will have SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.
- 2.2. A Child or Young Person will have a learning difficulty or disability if they have:
 - A significantly greater difficulty in learning than the majority of others of the same age; or
 - A disability that prevents or hinders them from making use of facilities that are generally provided for others of the same age in mainstream schools in England.
- 2.3. Special Educational Provision is education or training that is additional to, or different from, that made generally for other children/young people of the same age by mainstream schools.

3. Roles and Responsibilities

- 3.1. The implementation of this policy will be monitored by the governors of the academy and remain under constant review by the SENCO and their team.
- 3.2. The academy will appoint a governor with responsibility for SEN. The SEN Governor will raise SEN issues at governing board meetings; monitor the quality and effectiveness of SEN provision within the academy and work with the SENCO to develop the SEN policy and provision.
- 3.3. The Leadership Team will work with the SENCO and SEN Governor to develop the SEN policy and provision within the school. The Principal has overall responsibility for the provision and progress of learners with SEND.
 - The SENCO will co-ordinate the academy's approach to SEND provision and will undertake those duties set out in chapter 6 of the SEND Code of Practice 2015.
 - Class teachers are responsible for the progress and development of every student in their class and will work with the SENCO and Learning Support Assistants to ensure the "assess plan do review" cycle is appropriately implemented to support any student with SEND.
- 3.4. The academy will work in partnership with students, teachers, parents and, where appropriate, other external agencies to ensure that individual learning needs are addressed within the context of the school curriculum.
- 3.5. Parents of SEN students will be able to discuss the needs of their child with their child's Mentor, the Head of Year and the SENCO or members of their team.

4. Identification and Assessment of SEN

- 4.1. Information about previous special educational needs will usually accompany students upon entry to the academy and this will be used by the SENCO to make sure appropriate provision is continued.
- 4.2. This information is collated from the transfer of school files from the previous school and during transition meetings which are held with all the feeder schools, in the summer term, before students start at the academy. If necessary, a student profile will be drawn up for a student with SEN.
- 4.3. On entry to secondary provision, all students are assessed and the data from these tests is then analysed by the SENCO and Head of Department/Head of Year to identify any potential areas of need. Students may then be added to the Academy's Inclusion Register in line with the Code of Practice guidance for SEN.
- 4.4. The assessments taken by students upon entry include Cognitive Ability Tests (CATs) and Reading tests.
- 4.5. Ongoing identification is also completed alongside the academy reporting process as data is collected and analysed in all subject areas by Heads of Department/Heads of Year. If a student has not made expected progress, then interventions may be put in place regardless of need. If a member of staff identifies a student whose special educational needs are not met by the normal differentiated programme of study, then the class teacher will work with the student setting clear targets and providing greater differentiation. If the situation improves then no further action is needed. If there is no improvement the SENCO will be informed via the SEND Referral process.

- 4.6. At this point information will be gathered. The Head of Year will inform the parents about the issue and there will be consultation and discussion around the proposed additional support for the student. Parents and the student will be involved in sharing information and agreeing outcomes. It will be decided whether it is appropriate to further monitor the student. A student profile will be drawn up by the SEN team with copies shared with all staff concerned with the student's progress.
- 4.7. If a parent/carer refers their child to the academy as they believe their child has special educational needs, they should contact the SENCO, who will undertake investigations and appropriate assessments (with input from the relevant teachers) to see if they are achieving expected levels of progress. If the student is not making appropriate levels of progress, then internal support will be implemented in accordance with paragraphs above.
- 4.8. Where internal support is not effective in supporting the student, a referral may be made to relevant specialists, to be completed with the parents' permission and information and strategies for support shared with all staff.
- 4.9. If there are no concerns regarding the students' academic progress, then the academy will ensure appropriate differentiation continues in the classroom and interventions are put in place if appropriate.
- 4.10. All staff teaching students on the SEN record will be made aware of the individual needs. Head of Department and the Special Needs team will help teachers, when required, to develop techniques to support differentiation and ensure that appropriate resources are available as part of the academy's continuing professional development programme.

5. Reviewing

- 5.1. All students, regardless of needs, are set targets. Data collated during the academy reporting process is analysed and strategies are put in place to support students who are not achieving as expected. All SEN interventions delivered outside the classroom have Specific, Measurable, Achievable Targets (SMART) set to ensure that progress is made. These are monitored and reviewed against a time frame, agreed within the plan. If expected progress is not made, then the SENCO may refer to a specialist service.
- 5.2. If a student has an Educational Health Care Plan an annual review is held in accordance with legal requirements.
- 5.3. If, as a result of appropriate progress, a student is removed from the -Academy's Inclusion Register the student will continue to be monitored through the academy's structured reporting programme by the Head of Department/Head of Year.