

SEN information report

September 2020-21

Abbey College



Introduction

We understand that when you or the school have identified that your child may have a learning need, it can be a stressful time at Abbey College we aim to include all those involved with your child and create an open dialogue between school, external services, parents and pupils.

This report aims to highlight the processes and involvement of all those involved in the support for your child. Sites you may also find helpful in supporting your child:

- Special Educational Needs and Disability information, Advice and Support Services (SENDIASS): <https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-care-and-family-support/send-information-advice-and-support-service-sendiass/> or email: pps@cambridgeshire.gov.uk or there is a confidential term time helpline on 01223 699 214.
- To access the 'Local Offer' go to: <https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/>.

1. How do I know if my child has SEND?

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They 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 which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

2. How does Abbey College know if children need extra help and what should I do if I think my child has special educational needs?

- We will liaise with your child's previous school to gather as much information as possible.
- We will listen to your concerns you raise regarding your child's learning needs.
- We will assess your child's current skills and levels of attainment in their first term of entry.
- We will identify pupil's who are performing below their age expectation.
- We will listen and support teaching staff if a concern has been raised about a pupil,
- We will liaise with external agencies where necessary.
- We will work as a team with all those involved in support your child's learning needs.

3. How will I raise concerns if I need to?

Your first person to contact with regards to raising your concern would be through your child's tutor. Or you may raise your concern with Abbey College Special Educational Needs and Disability Coordinator- **Debbie Neal** on **01487 812352** or email at Debbie.neal@abbeycollege.cambs.sch.uk.

4. How will my child be supported in school and who will oversee, plan and work with my child and how often?

- Your child will be regularly assessed by their class teacher through high quality teaching targeted at your child's area of weakness.

- Should the progress continue to be less than expected, the subject teacher/pastoral lead, working with the SENCo, will assess whether the pupil has SEN.
- The SENCo, Pastoral Leader and subject teacher will informally gather evidence (including the views of the pupil and parents) and together will put in place any extra teaching or other suitable intervention that will secure better progress.
- A pupil with an Educational Health Care Plan will be allocated a Key worker that will support them to make progress towards an agreed plan made with pupil, parents and school. This key worker will be able to help support this pupil with their progress, absence and behavior; attending and provide information for review meetings.
- If a pupil is identified as needing extra teaching or an intervention outside of the classroom in smaller groups or 1:1 this will be carried out during the school day for a set period.
- The regularity of these sessions and how long it is in place for may vary depending on each individuals need.

5. Who will explain this to me?

- Parents will be contacted with details of any extra teaching or support that your child will be receiving and invited to meet the SENCo or Learning Support team if they wish.
- Parents with a pupil with an Educational Health Care Plan will be invited into school annually to discuss the support and progress of your child.

6. Who are the SEND team?

Name	Title
Andy Christoforou	Head teacher/ Line manager for SEND
Debbie Neal	SENCo and Inclusion
Jacqueline West	Assistant SENCo
Anita Lambert	SEND Admin Support
Helen Parkins	Teaching Assistant
Jo Fyfe	Teaching Assistant
Mark Hollis	Teaching Assistant
Lynne Hollis	Teaching Assistant
Tracey Day	Teaching Assistant
Gail Broughton	Teaching Assistant
Sarah Crissall	Teaching Assistant

7. How are governors involved and what are their responsibilities?

The SEN governor will:

- Help to raise awareness of SEN issues at governing board meetings
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing board on this
- Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school

8. How will I know how my child is doing and how will you help me to support my child's learning? What opportunities will there be for me to discuss my child's progress?

- You are welcome at any time to make an appointment to meet with the Special Educational Needs team to discuss your child's progress. We can offer advice and practical ways that you can help your child at home.
- We believe and work as a partnership between parents and teachers and aim to keep communication channels open.
- If your child has an Educational Health Care Plan, a formal meeting will take place to discuss your child's progress annually.
- You will also be able to discuss your child's progress at parents evening and with your child's form tutor.

9. How will my child be able to contribute their views?

- Pupils with SEN will help to produce a Pupil Passport about themselves. This will detail the pupil's likes and dislikes, needs and things that help the pupil to learn. The pupil will carry a copy of this Pupil Passport and colleagues within the College will be issued and have access to this also. This Pupil Passport will also be sent home and reviewed annually.
- A pupil may also carry a 'My name is' card, this would contain snapshot information on how their teachers can help support them. Pupils are able to show this to teachers at any point also.
- Pupils with an EHCP will have their views sought after before annual review meetings are held and will be present during these review meetings to have their views heard with parents present also. Views are also sought throughout informal meetings with the pupil throughout the year.

10. What specialist services and expertise are available at, or accessed by, Abbey College?

SENCOs in the local area meet regularly to share expertise.

We also work with the following agencies to provide support for pupils with SEN:

- The Educational Psychology Services
- The Secondary Support Service
- School Doctor/Nurse
- Speech Therapy Service
- Occupational Therapy Service
- Physiotherapy
- Visually Impaired Service
- Hearing Impaired Service

- GPs and other medical services
- Education Welfare Service
- Social Services
- Multicultural Service
- CREDS
- Voluntary Organisations
- Locality Team
- YMCA
- Diverse
- CHUMS

11. How will my child be included in activities outside the classroom, including school trips?

- At Abbey College we include all Pupils in all parts of the school experience including school trips. We will provide the necessary support working with both Pupil and parents on the best methods to ensure this is successful.
- A risk assessment is carried out by trip leads to ensure the safety of all Pupils during the visit. In the unlikely event that it is considered unsafe for a Pupil to take part in an activity, an alternative will be provided which will cover the same curriculum areas in school.

12. How will the school prepare and support my child when joining the school and transferring to a new school?

- We encourage all Pupils to visit the school prior to starting when they will be shown around the school. For Pupils with special educational needs, we would encourage further visits to assist with the transition.
- If a pupil has an Educational Healthcare Plan review will be used as a transition meeting, during which staff from both schools will attend.

13. How are the schools resources allocated and matched to pupils with SEN?

- We ensure that all pupils needs are met to the best of the schools ability with the funds available.
- We have a team of knowledgeable support staff that deliver programmes designed to meet groups of pupils needs.
- The budget is allocated on a needs basis which is reviewed on a yearly basis.

14. How is the decisions made about what type and how much support my child will receive?

- We recognise that high quality teaching enables every Pupil to make the best progress
- Support staff will always work under the close direction of a subject teacher. Support staff recognise that pupils need to become independent learners and therefore may be assigned to more than one pupil.

15. Who can I contact for further information?

- Your first point of contact would be your child's form tutor or a member of the learning support team at **office@abbeycollege.cambs.sch.uk**.

- You may also contact Special Educational Needs and Disability information, Advice and Support Services (SENDIASS): pps@cambridgeshire.gov.uk or there is a confidential term time helpline on 01223 699 214.
- START- start@cambridgeshire.gov.uk Tel: 01480 372600
- Information on applying for an Educational Healthcare Plan: www.cambridgeshire.gov.uk/send

16. Who should I contact if I am considering whether my child should join the school?

- Look for help and guidance via the county 'Local Offer' go to: www.cambridgeshire.gov.uk/SEND
- Places are allocated by the Local Authority.
- Contact the school office for an appointment to meet with the appropriate member of staff.