



Diocese of Norwich
Education and
Academies Trust

Open Academy

Special Educational Needs and Disability Policy

Policy Type:	Trust Policy
Date Issued by MAT:	20/02/2023
Approved By:	Trust Board (Standards and Strategic Development Committee)
Approval Date:	23/01/2023
Review Date:	January 2024
Person Responsible:	Deputy Chief Executive Officer

Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
5	Roles and responsibilities	Individual learning plans, which are in addition to or different from typical curriculum provision	November 2019
6	Staff training	It is an expectation that all SENCOs will have or study for the 'National Award in SEN Co-ordination'.	November 2019
3	Our Christian Ethos and Values	Standard Trust wording added	January 2023
3	Overall Accountabilities and Roles	Standard Trust wording added	January 2023
3		Trust Reference to Inclusion Statement removed	January 2023
4	What is a Special Education Need?	Definition of Special Educational Needs updated	January 2023
4	Aims and Objectives of the SEND Policy are:	Aims and Objectives of the SEND Policy updated	January 2023
6	Roles and Responsibilities	Evidence for progress monitoring of all pupils with SEND updated	January 2023
Throughout	Throughout	Reference to Learning Plans included	January 2023
6	Voice of the Pupil	Updates to Voice of the Pupil section	January 2023
7	Monitoring	Update to Monitoring section	January 2023
7	Review Schedule	Review schedule updated from 3-yearly to annual review	January 2023

Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust hereafter referred to as “the Trust”), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Head Teacher. The Head Teacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust’s policies.

This Policy is incorporating the Special Educational Needs information in compliance with Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 64) and to be read in conjunction with the Academy SEND Information Report (see Appendix 1)

From 1 September 2014, Part 3 of the Children and Families Act 2014, its associated regulation Code of Practice will be in force, and all organisations must have regard to the Code of Practice. Broad areas of SEN are detailed in paragraphs 6.28-6.35 of the Code of Practice:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

This Policy document takes account of the Equality Act 2010 and the regulations under the Children and Families Bill September 2014

Policy Statement

All pupils in the DNEAT family of Academies are entitled to support for their individual needs enabling them to develop skills, knowledge and understanding to ensure they meet their potential. Open Academy believes that:

- All pupils with SEND are entitled to a broad and balanced curriculum.
- Pupils’ learning occurs alongside their emotional, physical and spiritual development.
- All teachers within the Academy schools are responsible for meeting the needs of their pupils using Quality First teaching.
- All staff will use their “best endeavours” to meet the pupil’s needs.
- Parents/Carers play an important role in each Academy supporting their pupils.
- Pupils are expected to be active learners and will be consulted alongside their parents/carers to secure their success within each Academy.
- Pupils should be educated in a happy, caring and stimulating environment where everyone feels valued and able to achieve the best that they can.

What is a Special Educational Need?

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning that requires provision that is in addition to or different from others
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. (Code of practice September 2014)

What is Disability?

The Equality Act 2010 definition is:

“A person has a disability for the purposes of this Act if (s)he has a physical or mental impairment which has a substantial and long term adverse effect on his ability to carry out normal day-to-day activities”

Section 1(1) Disability Discrimination Act 1995

This definition of disability in the Equalities Act includes children with long term health conditions such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Children and young people may therefore be covered by both SEN and disability legislation.

Aims and Objectives of the SEND Policy are

- That all pupils access an ambitious curriculum.
- To provide quality first teaching.
- To secure high levels of achievement for all.
- To meet individual needs through a wide range of provision.
- To attain the high levels of satisfaction and participation from pupils, parents and carers.
- To map provision for all vulnerable learners to ensure that staffing deployment, resource allocations and choice of interventions is leading to good learning outcomes.
- To promote pupils' self-esteem and emotional wellbeing to help them form and maintain worthwhile relationships based on respect from themselves and others.
- To provide continuing professional development so that staff will feel they have the expertise to meet the pupil's needs.
- To work in a cooperative partnership with the Local Authority and other outside agencies to ensure a multi-professional approach is utilised for the best interests of vulnerable learners.

Whole Academy strategies to support pupils with SEND

- Pupils will have access to Quality First teaching - examples to be referenced within the SEN Information Report. Class and subject teachers may be supported, where appropriate by teaching assistants or other experts who provide individual or group support dependent on the identified needs of the learner.
- The four-part graduated response introduced in the Code of Practice 2014 will be utilised to identify those pupils who need additional SEND Support. The graduated response is an ongoing cycle of assess, plan, do, and review.
- Those pupils who have 'significantly greater difficulty in learning than the majority of others of the same age, or have a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions' may have either a Statement of Special Educational Needs (prior to September 2014) or an Education, Health and Care plan (post September 2014). These pupils will have an Annual Review.

Roles & Responsibilities

All staff at Open Academy have responsibility for implementing this policy and to maximising the achievements and opportunity of all pupils with SEND and vulnerable learners.

The Headteacher is responsible for ensuring the policy is implemented consistently and effectively. The progress and strategic decision which ensure pupil's reach their potential is the key responsibility of the Headteacher.

Progress of all pupils with SEND and vulnerable learners will be demonstrated through:

- Analysis of attainment and progress data
- Analysis of progress through the 7Cs
- Consideration of the whole academy provision map
- Pupil progress meetings with individual teachers
- Individual learning plans, which are in addition to or different from typical curriculum provision
- Regular meetings with the Special Educational Needs Coordinator (SENCO)
- Discussions with parents/carers and pupils.

The Headteacher must ensure that the Academy publishes an Academy SEND Information Report (appendix 1) on its website as set out in the Code of Practice.

The Headteacher and local governing body will delegate the day to day implementation of this policy to the Special Educational Needs Coordinator (SENCO).

This person will complete the following tasks in order to fulfil the Code of Practice 2014:

- Identify pupils with a special educational need and those who are disabled and those with a medical need
- Develop a Provision Map which evidences provision that is 'additional to or different' from the curriculum for all pupils with SEN in the Academy.
- Coordinate provision for pupils with SEND.
- Liaise and advise class and subject teachers as necessary.
- Manage teaching assistants employed specifically to support pupils with SEND.

- Oversee the records of pupils with SEND
- Identify and then contribute to in-service training for staff within the school.
- In conjunction with the class/subject teacher liaise with the parents/carers.
- Coordinate the Annual Review for pupils with Education Health and Care plans.
- Monitor the Academy's system of Learning Plans or Pupil Passports.
- Liaise with the Academy Governors, keeping the link Governor up-to-date with key national and academy-based issues.
- Attend meetings or training specific to the role of SENCO as appropriate.
- Liaise with visiting professionals who support the vulnerable learner.

The Class or subject teacher will in consultation with the SENCO

- Agree which pupils are vulnerable learners and those who may have SEN or are disabled or have a medical need.
- Identify which pupils are underachieving and need to have access to additional interventions but do not necessarily have SEN.
- Identify which pupils require additional support due to their special needs and therefore need a Learning Plan or Pupil Passport.
- Secure good teaching outcomes by providing quality first teaching and reasonable adjustments as a standard classroom technique.
- Ensure pupils have access to appropriate support, including resources, to ensure the barriers to learning are reduced.

Staff training

All staffing appointments to support pupils with SEND and vulnerable learners will be carried out in accordance with Equal Opportunities legislation, employment law, safer recruitment and best practice. It is an expectation that all SENCOs will have or study for the 'National Award in SEN Co-ordination'. Staff training will be offered as needs are identified.

Partnership with Parents / Carers

In line with the Code of Practice 2014 Parents/Carers are vital partners in the pupil's journey through their Academy life. There will be regular parents/carers consultation events which will bring the two parties together to ensure that their pupil's reaches their potential.

The Code of Practice very much places the parents/carers and their child at the centre of the support and ensures their voices and opinions are heard in the partnership with the Academy. Parents/Carers are encouraged to speak directly to their child's class or subject teacher if any need arises.

Voice of the Pupil

The Academy recognises the emphasis placed on educational establishments to ensure that pupils are consulted where appropriate, are part of the monitoring of progress and are involved in decisions around their education.

To achieve this the Academy will encourage pupils to express their views about their learning, help them to identify their own targets and needs and be part of the graduated response.

Monitoring

The impact of this policy will be monitored through regular review and feedback from staff, children and parents/carers.

The outcome of this monitoring will be reported to Governors and will impact on future development of associated policies and practice.

Review

The policy will be reviewed annually or earlier if relevant.

Links to Other Policies

- Behaviour Policy
- Inclusion Policy
- Accessibility Policy
- Safeguarding Policy
- Complaints Policy
- PSHE Policy
- E-Safety & ICT Acceptable Use Policy
- Harassment & Discrimination including Racial Abuse Policy

SEND Information Report for Open Academy 2022/23

Introduction

Welcome to our SEND information report for the academic year 2022-2023 which is part of the Norfolk Local Offer for Learners with Special Educational Needs and disabilities (SEND.)

At Open Academy, we are committed to working together with all members of our community. This local offer has been produced with students, parents/carers, governors, and members of staff. We welcome your feedback and future involvement in the review of our offer, so please do contact us.

Key staff:

Jon Ford - Principal

Sally-Ann Hewitt-Coleman - SENDCO

(Sally-Ann.Hewitt@open-academy.org.uk or telephone on 01603 481 651)

Kate Wenlock – SLT Lead for SEND

Callum Perry-SEND Governor

How we Identify SEND

At different times in their academy career, a child or young person may have a Special Educational Need. The Code of Practice defines SEND as:

“A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory academy age, or a young person has a learning difficulty or disability if they:

(a) have a significantly greater difficulty in learning than the majority of others of the same age; or

(b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream academies or mainstream post-16 institutions.”

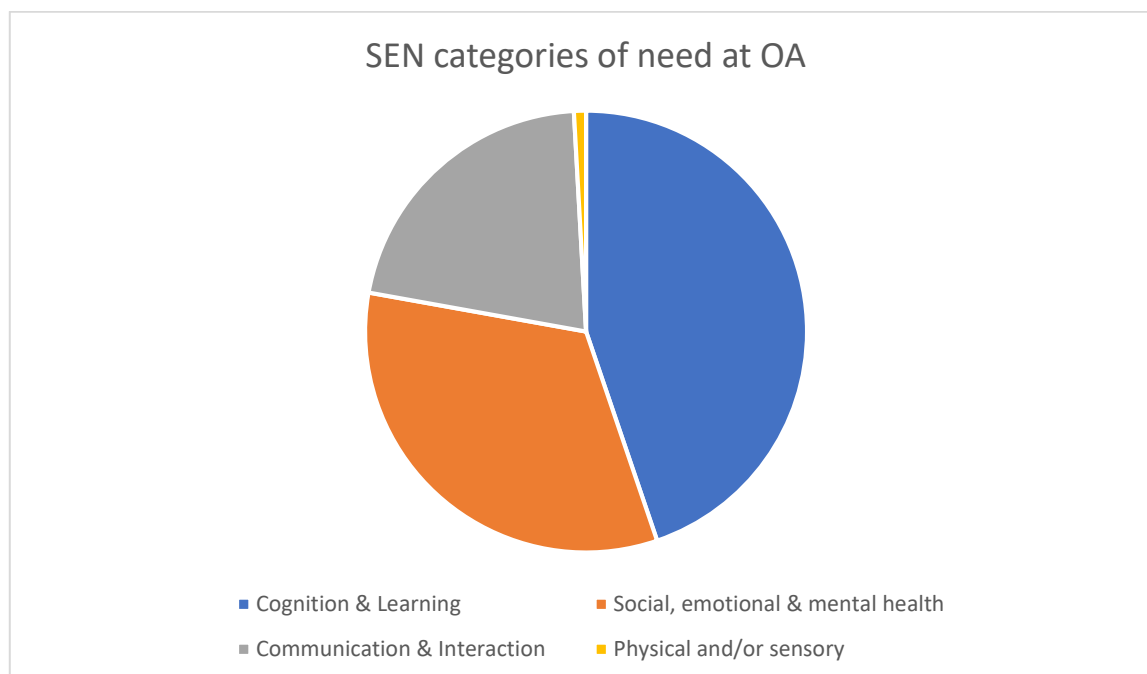
If a learner is identified as having SEND, we will deliver provision that is “additional to or different from” the normal differentiated curriculum, and which is intended to overcome the barrier to their learning.

Learners can fall behind in the academy for lots of reasons. They may have been absent, they may have attended lots of different schools and not had a consistent opportunity to learn. They may not speak English very well or at all, they may be worried about things that distract them from learning.

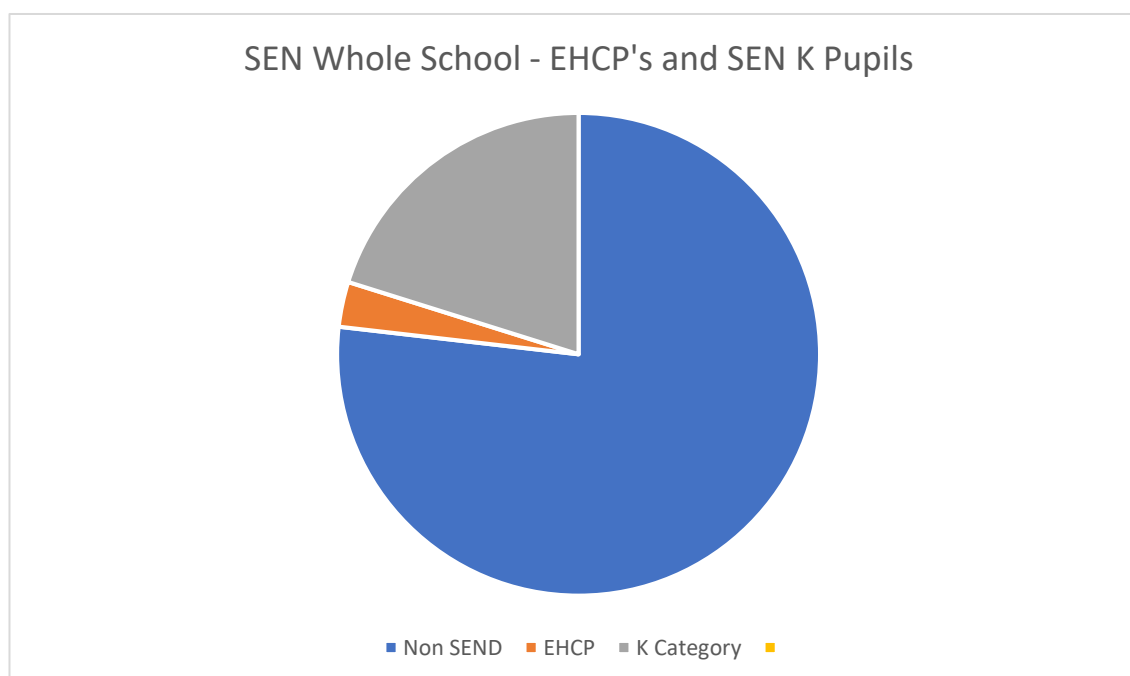
At Open Academy, we are committed to ensuring that all learners have access to learning opportunities, and for those who are at risk of not learning, we will intervene. This does not mean that all vulnerable learners have SEND. Only those with a learning difficulty that requires special educational provision will be identified as having SEND.

Our SEND students:

Our SEND profile for 2022/2023 shows that we have 146 learners identified as having SEND, and 19 of those have an ECHP. At Open Academy our SEND students are categorised into four broad areas of need:



- 61 learners are categorised under Cognition and learning
- 29 learners are categorised under Communication and interaction
- 11 learners are categorised under Sensory and /or physical needs
- 45 learners are categorised under Social, emotional and mental health.



This data shows the

proportion or percentage of students within each primary need, however, some of our SEND students also have secondary needs that are not represented in these figures but are supported as part of our provision. Subject teachers, support staff, parents/carers and the learner themselves, will be the first to notice a difficulty with learning. At Open Academy, we ensure that assessment of educational needs directly involves the learner, their parents/carers and of course their subject teachers. The Special Educational Needs Co-ordinator (SENDCO) will also support the identification of barriers to learning. We have a range of assessment tools available within the academy. For some learners, we may need to seek advice from specialist teams. In our academy and cluster, we have access to various specialist services but these may have to be commissioned from our academy budget.

Agencies working with the academy include:

- Access Through Technology
- Alternative providers, such as St Edmunds Training Centre and ACE ASD specialist support assistant team
- Attendance officers
- Benjamin Foundation
- CAMHS (Child & Adolescent Mental Health Service)
- Educational Psychology Support Service (including clinical psychologists, occupational therapists and SEMH outreach workers)
- Specialist teachers from EPSS who are qualified access arrangement assessors
- Nelson's Journey
- Norfolk Early Help
- Point 1 counselling service
- Speech and Language Therapists
- The Dyslexia Outreach Team
- Virtual Academy for Sensory Support

We also employ 2 HLTAs full time, 2 HTLA part time, 5 full time teaching assistants, 2 part time teaching assistants and an SEMH counsellor from the Eps service 40 days a year who help deliver the interventions with provision mapping co-ordinated by our SENDCO.

Please see below links below in relation to our policies for the identification and assessment of students with special educational needs

- SEND policy
- Accessibility plan <https://www.open-academy.org.uk/assets/Uploads/Trustwide-Accessibility-Policy-Plan-Jan22-March-22.pdf>
- Safeguarding policy and procedures <https://www.open-academy.org.uk/assets/Uploads/DNEAT-Safeguarding-Policy-Oct-2022.pdf>
- Behaviour policy <https://www.open-academy.org.uk/assets/Uploads/Positive-Behaviour-Policy-October-2022.pdf>
- Complaints procedure statement <https://www.open-academy.org.uk/assets/Uploads/DNEAT-Complaints-procedure-Dec-22.pdf>
- How we support students with medical conditions <https://www.open-academy.org.uk/assets/Uploads/Supporting-Pupils-with-Medical-Conditions-Policy-Adopted-Dec-19.pdf>
- Admission arrangements <https://www.open-academy.org.uk/assets/Uploads/Admissions-Arrangements-Policy-Oct-22.pdf>

Equality information:

- All staff at Open Academy work within the Equality Act 2010. This legislation places specific duties on academies / schools, settings and providers including the duty not to discriminate, harass or victimise a child or adult linked to a protected characteristic defined in the Equality Act, and to make "reasonable adjustments."
- The Equality Act 2010 definition of disability is:
- **"A person has a disability for the purposes of this Act if (s)he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to day activities."**
- Section 1(1) Disability Discrimination Act 1995
- This definition of disability in the Equality Act includes children with long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions, do not necessarily have SEND, but there is a significant overlap between disabled children and young people and those with SEND. Children and young people may therefore be covered by both SEND and disability legislation.
- For more information about the Equality Act, protected characteristics or duties of public bodies, please see: <https://www.gov.uk/equality-act-2010-guidance>
- Individual medical needs are also identified, and a care plan is agreed with parents/carers, as required.

How we evaluate the effectiveness of our provision:

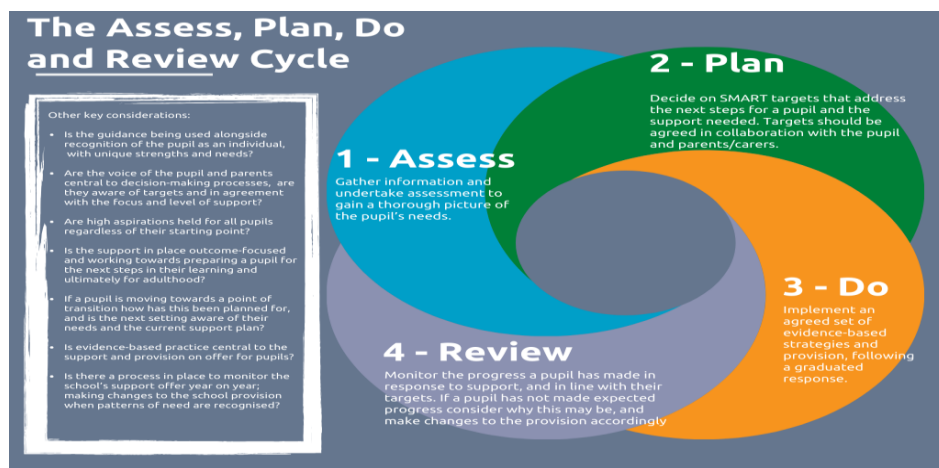
There is a costed provision map that details the allocation of funding on Page 9 of this document.

Monitoring progress is an integral part of teaching and leadership; parents/carers, students and staff are involved in reviewing the impact of interventions for our SEND students.

- At Open Academy baselines are recorded to ensure we can measure the impact of our provision. At KS3 we use universal assessments such as CAT and GL which is supported by spelling age and reading age tests within the English Faculty to understand further the potential and progress of our SEND students.
- We monitor the progress of all students formally twice a year to review their academic progress. We also use progress tasks and Homework as methods of calendared assessments throughout the year.
- Where progress is not sufficient, even if special educational need has not been identified, we put in place extra support to enable the student to catch up. This will include one to one tuition, interventions via the A* centre and after school Hubs.
- Annually we assess the Exam arrangements for our key exam groups. The purpose of this more detailed approach is to understand what additional resources and different approaches are required to enable the student to make better progress. These will be shared with parents, put into a SEND support plan, and reviewed regularly, and refined / revised if necessary. At this point we will have identified that the student has a special educational need because the school is making special educational provision for the student which is additional and different to what is normally available.
- We will ensure that all teachers and support staff who work with the student are aware of the support to be provided and the teaching approaches to be used. With the use of provision mapper and analysis of data, a process of monitoring and information gathering takes place and is shared with Heads of Faculty to action. This helps our understanding of the barriers facing our SEND students in certain subjects and to respond in the classroom with Quality First Teaching.

Arrangements for assessing and reviewing the progress of students with special educational needs

- We follow the "Assess, Plan, Do and Review" model and ensure that parents/carers and children are involved at each step. Before any additional provision is selected to help a child, the SENDCO, subject teacher, parent/carer and learner, agree on what they expect to be different following this intervention. A baseline will also be recorded, which can be used to compare the impact of the provision. This is documented within a shared support plan for the learner.
- Children, parents/carers and their teaching and support staff will be directly involved in reviewing progress. This review can be built in to the intervention itself, or it can be as a formal meeting, where we all discuss progress and next steps. If a learner has an Education Health and Care Plan (EHCP) the same review procedures take place, but the EHCP will also be formally reviewed annually and shared with Norfolk County Council.
- The SENDCO collates the impact data of interventions in order to ensure that we are only using interventions that work.
- Progress data of is collated by the whole academy and monitored by teachers, senior leaders and governors. Our academy and cluster data are also monitored by the Local Authority and Ofsted.



Our approach to teaching students with special educational needs:

- At Open Academy we believe in participation for all. We want all adults and children to participate in learning, and we celebrate all members of our community. We want to create an inclusive culture in our academy, and we aim to be responsive to the diversity of our children's backgrounds, interests, experience, knowledge and skills.
- Our staff follow the 'Open Way to Teaching and Learning' at the academy. Teachers plan lessons using an evidence-informed approach using the DFE guidance, the Ofsted framework and via the Education Endowment Foundation and Great Teaching Review for example to ensure students with SEND can access and be challenged in their learning.
- The curriculum choices and what students need to know are the starting point of the planning process, with a focus on the misunderstandings that all students could make. Planning is adapted to address this, with tasks carefully ordered and explained to support all students in accessing the content of the lesson. The Teacher Standards 2017 detail the expectations on all teachers, and we at Open Academy are proud of our teachers and their development. The Teacher Standards are at:
<https://www.gov.uk/government/publications/teachers-standards>
- Our teachers will use various strategies to adapt access to the curriculum. This might include using:
 - Quality first teaching
 - Visual prompts-overlays/work on coloured paper
 - Writing frames-scaffolding/chunking/repetition
 - Laptops or other recording devices such as reading pens
 - Peer buddy systems/seating plans/grouping
 - Positive behaviour rewards system
- Teachers use student specific information from support plans to understand the needs of SEND students so that instructions and resources are adapted appropriately. Teacher liaise with TA's to plan and deploy support effectively in the classroom.
- Learning is checked using a variety of methods; retrieval practice strategies such as quizzes, structured questioning, the use of whiteboards for example, allow in-the-moment learning to be checked and adjustments to be made. Timetabled homework, pre-planned and regular progress folder tasks and examination assessments provide regular feedback on the progress students are making and allow adaptations to provision and interventions to be identified and implemented.
- Students are grouped in mixed ability classes throughout the curriculum except in Maths, where they are set according to ability.
- Students follow a two-week timetable at the academy. Hard-copies of timetables are given to students. Students can also check their timetables using Microsoft teams and with their tutors each morning or any member of staff throughout the academy day. The timings of the school day are fixed and so predictable for each year group, with two minutes given for transition between lessons and social time. We ensure staff are visible and available to support students on lesson changeovers so that they clear and confident on where they need to be and how to move around the academy.

How we adapt the curriculum and learning environment for students with special educational needs

- Students are generally placed in classes of 28. Where a TA is required, the class size is reduced to 27. The PAN of 110 students per year allows this.
- All information required at KS3 is printed and shared with the students every half term so students can access their knowledge at their own pace in their own time.
- At Key Stage 4 class sizes vary due to options. Where a subject is really popular an increase in the number of classes occurs in order to reduce class sizes this happens where lots of SEN students pick a subject in particular e.g. in year 10 there are 2 Health and Social Care classes and in Year 11 there are 2 Business studies classes.
- Additional classes are put on in KS4 in maths and English to reduce class sizes to support SEN learners.
- Youth Award, COPE and catchup English and maths are offered to students as per need at Key Stage 4 and these lessons are titled Youth Award/Key Skills.

- In Key Stage 3 students may be withdrawn to do additional literacy work to support their learning across the curriculum in our A* Centre.
- At Key Stage 5 adaptations to the curriculum are made in response to an individual student's EHCP.
- SEN students are carefully placed alongside support in classes. The distribution of SEN students across the 4 classes is even. All classes are mixed ability. SRB students are members of the curriculum classes wherever appropriate.
- All students are given full access to the national curriculum although this may be adapted where required for a particular student

Technology is used to support learning:

- All students have access to Office 365.
- All students can use the immersive reader technology to support reading.
- All students will have homework published on TEAMS for easy access at any time, in any font and any font size.
- Students with hearing loss are supplied with appropriate equipment. Staff have been trained how to support this
- Subjects create classnotes of key learning to support knowledge organisers that are accessible at any time. Classnotes have student friendly versions of the learning journey in every subject.
- These technologies, as part of our Microsoft Showcase School, enable all learners including SEN learners to access work when they are unable to attend due to medical issues. There is facility to communicate with teachers via TEAMS.
- Open Academy responds to the needs of the students within its care where possible. There are adjustable height tables in some practical rooms e.g., science in order to facilitate access. There are spaces for students to reflect and quieten to reduce emotional stress at times of difficulty including green spaces
- Please see the link to our accessibility policy and plan here: <https://www.open-academy.org.uk/assets/Uploads/Trustwide-Accessibility-Policy-Plan-Jan22-March-22.pdf>

Examples of the additional support (interventions) for learning that is available to students with special educational needs:

Cognition and learning:

Scaffolding is used to ensure the development of literacy and numeracy skills, access to adults who are skilled in supporting students with general and specific learning difficulties, materials which reduce or support note taking, mind maps, diagrams and charts and alternative approaches to recording work, use of ICT to support learning for example laptops and reading pens.

Communication and interaction:

Reasonable adjustments to the learning environment appropriate seating plans, visual timetables, staggered breaks and lunch, use of timers, red/green card for class communications, question fan to help phrase responses.

Social, emotional and mental health:

An effective pastoral system with HOY/AHOY for each year group who can be available for students to talk to, Whole school Trauma Informed, THRIVE assessments are being used, Mentoring sessions with ELSA trained staff, SEMH counsellor from the EPSS available twice a week when referred, use of green cards and green space for student to decompress.

Physical and/or sensory:

Use of radio aids for HI in class as appropriate, VSSS involvement, staff have been trained by VSSS in how to support HI students, appropriate seating plan for students, extra time for students to process questions and form a response. For physical disability we do have lifts to all floors and accessible classrooms as the school is built to support disabilities. Use of ATT where needed and OT guidance as requested.

Special educational needs (SEN) with English as an additional language (EAL):

Communication with the EAL team at County, EAL support in school for 1-1 sessions or to support in core lessons, buddy up with appropriate peers, use of technology to support students.

How the school enables students with special educational needs to engage in the activities of the school (including physical activities) together with children who do not have special educational needs

There is information about how the following are used to make sure that students with SEND can engage in all activities (learning and extra-curricular) in the school:

Support: peer support, teaching support, strategies for independence, TA support, Pastoral support, Mental Health Support,

Therapies: Physiotherapy, speech and language therapy, occupational therapy.

Specialist equipment: hoist, adapted disabled toilet, sensory aids-head phones if required, communication aids-radio aids attached to a student, movement aids-lifts, assistive technology-laptops, sports equipment all SEN friendly.

Physical environment: Quiet areas, green spaces, break out spaces, low stimulation areas, well-lit areas, ramps-no need, doorways, clear corridors, non-slip flooring, toilets, handrails, changing facilities, lighting, classrooms, clear and tactile signage, edge of steps/ramps highlighted, use of contrasting colours for areas e.g. Red area for English, circular school with rooms on 3 floors, lifts to each floor.

Support that is available for improving the emotional, mental and social development of students with special educational needs

- The purpose of the academy is to provide an education which is transformative for every child, developing a sense of self-worth, belief and positivity, inspired by our Christian ethos.
- Each SEN student is encouraged to engage in the Open Way. This links both the learning and behaviour of how we do things at Open. This is all underpinned by our core values, which include respect, teamwork, perseverance and courage. Our vision, inspired by Christian values, help to support SEN students and treat everyone as individuals.
- We celebrate diversity and difference in our community and foster positive relationships through our positive behaviour policy, focusing on being ready, respectful and safe.
- SEN students are encouraged and rewarded when taking student responsibilities such as sports leaders, prefects, library monitors and student council members. These students help shape our academy and support our continued commitment to improvement.
- Our pastoral system sees a Head of Year and Assistant Head of Year, who work together to support the challenges SEN students may face as well as challenge them to become positive role models for the future. Each Head or Assistant Head of Year will understand the needs of their students as individuals, sign post them to support and liaise with families to provide the upmost care and strategies to help students. Regular contact with parents is also a valuable part of our pastoral care, as we believe promoting positive relationships with home gives student's reassurance that home and school can work together in the interests of each individual.
- We are currently developing and becoming a Trauma informed school, which alongside our behaviour policy will support students, either facing trauma or simply raising the awareness that not everyone enjoys a positive childhood. We are also in the process of having an Assistant Principal trained as an Adolescent Years Licensed Practitioner via the Thrive approach. This will enable the academy to become fully aware of the issues and strategies needed for students as they complete their journey through our academy.
- Support services we offer students at the academy are: Use of green cards. These are cards provided to some students, who may require pastoral support for a multitude of reasons, such as anxiety, safeguarding, social issues or medical needs. These cards are unique to each student and allows students to visit their 'green space' which will invariably be their Head of Year office. Green cards can also be used to access our Open Arc, a space which allows students the chance to speak with our Chaplain, attend our social club and take part in social activities such as table tennis and board games. These cards are reviewed fortnightly and can be amended or adapted to suit the needs of students at varying stages of their education.
- As an academy we have access to a wide connection of external support for students. Notably, a new link with the Ormiston Families Mental Health Support Team (MHST). This service support students who are suffering with low mood or anxiety. Assessments of students take place, and advice and support is catered for each individual based on their needs. We also have access to counsellors, the school nurse and liaise with students' social workers to offer the best support and guidance possible.

- Some staff have been trained and regularly attended mindfulness sessions, using meditation. This will be a tool used to support students, in conjunction with yoga, which has been delivered through the PE curriculum.
- Through our Skills for Life curriculum (PSHE) we develop students' thinking around world issues, life choices and skills they may require for later life. This also covers, mental health, healthy choices, friendship and relationships.

Information about the expertise and training of our staff in supporting students with special educational needs:

- The SENDCO holds the following qualifications: National Award of SEN Co-ordination, QTS, BA Hons degree in English and Education
- Our staff regularly participate in a range of professional training to support the progress and engagement of our SEND students
- We have dedicated INSET training days to SEND, led by our SENDCO and Senior Leadership Team focussed on the categories of need using case studies to identify, develop and share best practice for example
- We also commission specialist expertise training in school, for example, inviting county experts into the academy to train staff on supporting and adjusting for students with hearing impairments
- We are becoming a trauma-informed school and engaging in THRIVE; two key programmes to improve our response to students with SEMH
- Our Teaching Assistants also participate in additional specialist training; ELSA, sensory circuits, working with students with Profound and Multisensory Learning Difficulties for example
- We use quality assurance methods to monitor provision for SEND students and regularly use calendared staff training time to share findings and work together on improvements
- The SEND team also share the provision map with colleagues in the SENDCO cluster, so that we can learn from each other and demonstrate what we offer for learners with SEND.
- We are also able to promote consistent practice across all the academies / schools in our cluster, ensuring equality of opportunity. Our provision map is also shared with governors, who are able to ensure that we monitor the impact of these interventions for learning across the academy.

Funding for SEND

Open Academy receives funding directly from the Local Authority to support the needs of learners with SEND.

How we used the funding in the academic year 2021/22 can be [found here](#):

This also includes how the academy used 'top-up' (Element 3) funding

How we are spending our SEND funding in 2022/23 can be [found here](#):

How we consult parents of children with SEN about, and involve them in, their education:

Parents and carers can contact the SENCO via email (senco@openacademy.org.uk) or call reception to organise a telephone call or appointment to meet

Parents are invited to participate to support plan review meetings to inform plan writing and planning. There are also parents' evenings, SEND meetings, questionnaire, EHCP review meetings, Open evenings and meetings with professionals involved with the student for example, Educational Psychologist reviews, that we welcome parents to attend. Open Academy issues a weekly parents newsletter to share whole-school and year-group news.

How we consult students with SEN about, and involve them in, their education:

Open Academy has an inclusive culture and we aim to be responsive to the diversity of student's backgrounds, interests, experience, knowledge and skills.

SEND students have opportunities to share their views via questionnaires across the curriculum, through their tutor programme and student council. Students with SEND are also invited to give their views and be involved in making decisions about their support before and during EHCP and support plan review meetings.

All SEN students are able to access all of the academy's activities and we seek specialist advice and guidance when planning trips to ensure they are accessible to all. We seek parental input into trips and visits for students with additional needs. Open Academy is committed to making reasonable adjustments to ensure participation for all. Please contact our SENDCO for additional information.

Have Your Say

Open Academy is part of the community. We can shape and develop provision for all of our learners ensuring achievement for all. This SEND report declares our annual offer to learners with SEND, but to be effective it needs the

views of all parents/carers, learners, governors and staff. So please engage with our annual process to “Assess, Plan, Do and Review” provision for SEND.

Should you wish to make a complaint, our complaints policy can be found at: <https://www.open-academy.org.uk/assets/Uploads/Complaints-Procedure-Open-Academy-Mar-22-final.pdf>

How the governing body involves other bodies, including health and social services, local authority support services and voluntary organisations, in meeting the needs of students with special educational needs and in supporting the families of such students

There is information about services used, including when and how they might be involved:

Education services: Virtual School SEND, Virtual School Sensory Support, Virtual School Looked After Children, Educational Psychology Specialist Support, Inclusion Team, Dyslexia Outreach Service, Specialist Resource Base outreach services, Thrive. On line safety – Securus, EHCP Team,

Health services: Just One Norfolk, Just One Number, Speech and Language Therapy Service, Occupational Therapy, mental health services, Norfolk and Suffolk children and young people’s mental health service., MAP, Mental Health Team, , Point 1

Social care services: Short Breaks, Early Help, Family Support Service, Family Support Process, Young Carer, Housing, CADS,

Third sector services e.g. Benjamin Foundation, Youth Services, Ormiston families, Nelsons Journey, Young Minds, Kooth.

Useful links

www.norfolk.gov.uk/SEND

Parent Partnership

www.dfe.gov.uk

Contact details of the Norfolk SEND Information, Advice and Support Service (IASS):



Information, advice and support to children, young people and parents/carers around special educational needs and disabilities (SEND). This includes health and social care where it is linked to education. You can [book an appointment online](#) to speak with one of our advisors. We offer training, a range of information booklets, termly newsletters and resources.

- Telephone number: 01603 704070
- Email address: norfolksendiass@norfolk.gov.uk
- Website <https://norfolksendiass.org.uk>

How the Open Academy supports students with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living

Preparing for the Next Step:

- Transition is a part of life for all learners. This can be the transition to a new class in the academy, having a new teacher, moving on to another academy or training provider, or moving in to employment. Open Academy is committed to working in partnership with children, families and other providers to ensure positive transitions occur.
- Planning for transition is a part of our provision for all learners with SEND. Transition to a secondary academy of children with an EHCP will be discussed in the summer term of Year 5, to ensure sufficient time for planning and preparation.
- The academy's arrangements for supporting students with special educational needs in transfer between phases of education or in preparation for adulthood and independent living.
- Transition for SEN students begin in negotiation with the primary schools. SEN students are invited to visit the academy with their families and in small groups ahead of the larger transition activities for year 6. SEND staff visit the primary schools to liaise with primary SENCOs.
- Information is shared with families in April once offers have been made. Transition booklets, videos and a transition evening support the journey from primary to secondary school.
- All schools are asked to provide information about all students via the common transfer document. This is supplemented with visits by senior staff and SENCO meetings. This takes place following the offers made by the local authority.
- Information is shared across the academy so that teachers can get to know about the new students including SEN students as soon as possible. Key information / training is passed to teachers on the training days in September. The Head of Year and Assistant Head of Year works with the SENCO ahead of the training days to ensure that provisions for SEN students is as good as possible from day 1.
- During the options process additional support is given to SEN students by TAs, SRB staff, careers leads and teachers as required. When transitioning to Sixth Form or College support is given to the students and information shared with key staff in the next phase.
- Information that is valuable is shared with universities via the UCAS form and is followed up in some cases with additional information and support.
- All students have access to Skills for Life lessons in Key Stage 3 and 4. These lessons teach a wide range of key skills including preparing for the next steps. In Sixth Form an extensive programme enables all learners to access high quality careers and progression education. This is in addition to the EHCP process that supports and encourages progression at the appropriate stage.

Information on where the local authority's local offer is published

If you have specific questions about the Norfolk Local Offer, please look at the Frequently Asked Questions (FAQ) that can be found on the Norfolk County Council, SEND Changes website [http://www.norfolk.gov.uk/Childrens_services/Special_educational_needs_\(SEN\)/SEND_changes/index.htm](http://www.norfolk.gov.uk/Childrens_services/Special_educational_needs_(SEN)/SEND_changes/index.htm). Alternatively, if you think your child may have SEND, please speak to their form tutor or contact our SENDCO on 01603 481651.

APPENDIX 2: Support Plan process at Open Academy					
OLC	Teachers	Pastoral	Admin	Student	Parent
Creates first support plan for all SEND students with the student Sent to parents to agree/to add additional information/disagree This goes into a cycle of termly reviews unless triggered for another reason (i.e. new medical information or re-integration or an EHCP every 6 weeks) Support plan created in Provision Mapper (links to class charts) Sims updated to show when review date and type Staff notified via bulletin of new reviews for reading Initiates above process for students where SEND screeners received Associated pupil passport for above	Checks support plan via Class Charts to understand learning needs and required adjustments Factors support plan recommendations into planning for teaching and learning Liaises with Faculty SEND Champion or the OLC over any queries regarding the plan If TA listed on support plan, pre-plans TA deployment using MARI Checks the staff bulletin for notifications of support plan reviews Uses SEND screener process to notify OLC of any suspected SEND needs for other students As above for pupil passport	Carries out support plan review cycles 2 and 3 with the student (unless triggered for another reason i.e. re-integration) Liaises with OLC for any support regarding review process Liaises with admin to ensure all evidence for support plan is available Support plan updated in Provision Mapper (links to class charts) Sims updated to show when review date and type Staff notified via bulletin of updated reviews for reading As above for pupil passport	Carries out support plan review cycles 2 and 3 with the student (unless triggered for another reason i.e. re-integration) Liaises with OLC for any support regarding review process Support plan updated in Provision Mapper (links to class charts) Sims updated to show when review date and type Staff notified via bulletin of updated reviews for reading Generates SIMS and CPOMS reports for pastoral teams to evidence reasons for support plan	Takes part in support plan review process A pupil passport that represents their understanding of their needs might also be produced. The student owns the pupil passport Shares pupil passport with teacher	Takes part in support plan creation/review process Works with their child to ensure the plan is understood As above for pupil passport