

Who is the school SENCo?

The SENCO is Mrs K. Brown who can be contacted on telephone number 01529 414044 or by email [at enquiries@kshs.uk](mailto:enquiries@kshs.uk) for the attention of the SENCo. Mrs Brown is a qualified Maths teacher and subject leader enrolled in the NPQSEnCo award.

Who should you contact about school admissions?

Mrs Yvette Edwards (Head of School's PA) who can be contacted on 01529 414044. We ensure that our admission arrangements for students do not discriminate against or disadvantage disabled children or SEND learners. We invite parents of prospective students with SEND to contact the SENCo before making an application. Please see our Admissions Policy on the school web site.

Example of SEND supported at KSHS

The school makes provision according to the needs of the students on roll:

- Specific Learning Difficulties e.g. slow auditory or visual processing, slow cognitive processing, dyslexia and dyslexia spectrum difficulties
- Communication and Interaction Needs e.g. ASC
- Behaviour, Emotional, and/or Social Development Needs e.g. ADHD
- Mental Health Needs
- Sensory or Physical Needs e.g. as hearing and/or visual impairment, dyspraxia and physical and mobility impairment.
- Speech and Language Difficulties
- Medical or Health conditions

How do we identify students with SEND and assess their needs?

We know when students need help from a range of sources:

- Primary schools inform us at the point of transition.
- Concerns are raised by parents/carers, teachers, or the student.
- Students are making less than the expected progress given their age and individual circumstances
- If there is a marked and noticeable change in the student's behaviour or progress

The Special Educational Needs of a student are identified and assessed through a

range of processes. Assessment of the student will include some of the following:

- Observations
- Tracking data
- Screening procedures and diagnostic testing
- Involvement of outside agencies

A constant monitoring review cycle of progress is in place involving the student, parents and teachers during all interventions. KSHS uses the graduated approach ('Assess - Plan - Do - Review') to ensure all pupil needs are met.

What arrangements exist for consulting students with SEND and involving them in their education, as well as monitoring and evaluating SEND provision?

The views of students are considered through Student Voice questionnaires, student forums and through the School Council. Depending on the level of SEND need reviews take place regularly. Students with an EHCP or who have an identified SEND need that requires additional support beyond the classroom (SEN K) are provided with a learning support plan and will receive 3 reviews per year. At these reviews parents and pupils will meet with a member of the SEND department to discuss and amend the learning support plan accordingly. Pupils listed as SEN E will also have their EHCP reviewed annually.

Pupils being monitored (SEN M) to ensure that their learning needs are being met will receive a pupil passport constructed between the pupil and a member of the SEND department which will detail classroom support strategies. Additionally, assessment outcomes and target data are tracked, and formal test results are monitored to help finalize decisions in the review process.

What different types of support are available for students with SEND?

The SEND provision available to students covers the following areas:

- Subject teacher input via quality first teaching as well as adapted teaching in classroom based tasks and activities.
- Implementation of specifically tailored support strategies.
- Group work with a small number of targeted pupils, run in the classroom, supported by a member of the support team or older student.
- Specialist groups run by, or in partnership with, specialist agencies such as the Communication and Autism Team, Educational Psychology Services etc.

- Specialised one-to-one support from specialised professionals skilled in specific areas of need, such as Dyslexia, Dyspraxia, Sensory Support, Counselling, EAL etc.
- Peer/teacher mentoring opportunities.
- Provision of specialist support equipment, IT, or modified resources.
- Referral to external agencies such as Child and Adolescent Mental Health Services,
- Speech and Language Therapy etc.
- Sensory needs of students are considered in the planning of lessons and lay out of classrooms.

There will also be students who receive specified individual support funded by the Local Authority, this type of support is available for students whose learning needs are severe, complex and lifelong. This is provided via an Education and Health and Care Plan (EHCP). This type of support is available to students with specific barriers to learning that cannot be overcome through quality first teaching or intervention groups. The EHCP will outline the number of hours and financial assistance your child will receive from the Local Authority. Short-term and long-term outcomes will be specified.

How are the school's resources allocated and matched to student's Special Educational Needs?

The SEND budget is allocated each financial year. The money is used to provide additional support or resources dependent upon an individual's needs. Additional provision may be allocated after review meetings, or if a concern has been raised at another time during the academic year. Resources may include deployment of staff depending on funding allocation and individual circumstances. All resources/training and support are reviewed regularly, and changes made as needed/recommended.

How is the decision made about how much support your child will receive?

Decisions are made in consultation with:-

SENCO, Teachers, Head of Year, Senior Leaders, the student, parents and, if appropriate, other support staff and support agencies. Decisions are based upon tracking of student progress and because of recommendations made by outside agencies. KSHS operates a SEND banding protocol in line with the Robert Carre Trust which provides further details.

How will the curriculum be adapted to your child's needs?

In addition to quality first teaching, the curriculum will be adapted in a number of ways:

- Adaptive strategies used by subject teachers
- Provision of a Learning Support Plan or Pupil Passport which sets targets according to areas of need produced by Provision Map and in consultation with parents and child.
- Provision of specialist equipment, IT or modified resources.

How will you know how your child is doing?

Parents should know how well their child is doing in a number of ways:-

- You will be able to discuss your child's progress at Parents' Evening.
- Provision of Tracking Data (on three occasions annually)
- Review meetings with a member of the SEND department, with subject teachers and Head of Year attending when required
- Review/progress meetings with specialist professionals and external agencies.
- Email communication is available through the school enquiries email at enquiries@kshs.uk and comments made by staff in school planners.

What support will there be for your child's overall well-being?

The school offers a wide variety of pastoral support for students who are encountering emotional difficulties. These include:-

- Members of staff, such as form tutor, Head of Year, SENCO, Pastoral Support including the Listening Service, SEND and LSA support and Wellbeing Ambassadors.
- A quiet area can be made available at lunchtimes for those who struggle with non-contact time.
- Referrals to outside agencies can be made when needed e.g. Child and Mental Health, Children and Adolescent Mental Health Services (CAMHS)

How does the school cater for student medical needs?

Where students with SEND also have a medical condition, their provision is planned and delivered in a coordinated way with a Health Care Plan. The school adheres to the procedures specified in the School Medical Conditions Policy as laid out in the DfE Guidance for Supporting Pupils at School with Medical Conditions April 2014. There is an area for physiotherapy and some buildings have access to an accessible toilet. There is a hoist in one of the toilets. A designated first-aider helps to manage the administration of medicines.

What specialist services and expertise can be accessed by the school?

The school works alongside, and seeks support from other agencies where required, to maximise learning opportunities and potential. Directly funded by school are:-

- SENCo
- A Pastoral Manager and Learning Support Assistants providing in-class, group and one-to-one support to students with additional needs
- At times it is necessary to consult with outside agencies to receive their more specialised expertise. The agencies used by the school include:

- Autism Outreach
- Child and Adolescent Mental Health Service (CAMHs)
- Sensory Support Service
- Speech and Language Therapy Team
- Social Services
- Working Together Team

What training do the staff supporting students with SEND have?

Staff have access to a variety of training pertaining to SEND within school. This includes:

- Specific Learning Difficulties such as Dyslexia
- Dyspraxia
- Autistic Spectrum Condition
- Social, Emotional and Behavioural Needs / ADHD
- Mental Health First Aid
- Anger Management
- Moving and handling training
- Enhanced Safeguarding training

Whole school training is provided on SEND issues. Individual teachers and support staff attend in school and external training relevant to the needs of specific students in their class.

How will your child be included in activities outside the classroom, including school trips?

SEND learners are encouraged to participate in extra-curricular activities with lunchtime clubs and activities available to them, and they are given many opportunities to socialise. The school aims to ensure that activities and school trips are available to all:

- Risk assessments are carried out and procedures are put in place to enable all pupils to participate. This is done in liaison with the SENCo.
- “Reasonable adjustments” are made for those students with additional, medical and/or physical needs.
- If it is deemed that an intensive level of one-to-one support is required, then a Learning Support Assistant will accompany the student during their activity or trip.
- Appropriate provision of specialist equipment is provided such as a laptop, magnifier, reading pen.
- Advice and guidance from specialist agencies is sought and followed

How accessible is the school environment?

- The school site is made up of a range of buildings. The oldest building is the ‘House’ which is accessible on the lower floor.
- Both floors of the ‘K’, ‘C’, ‘S’ and ‘V’ blocks are accessible. The ground floor of the M and L blocks are accessible.
- The Sports Hall, Drama Studio and Dance Studio are fully accessible.

Please also see [KSHS Accessibility Plan](#)

What arrangements exist to support girls moving between phases of education and to prepare them for adulthood?

The school aims to make transitions as smooth as possible using a range of strategies:

- Discussions and meetings between previous or receiving schools, colleges, universities or other organisations, prior to the student joining/leaving. The school endeavours to pass on/receive all relevant information and records regarding students with SEND. Information is disseminated to teaching staff and Learning Support Assistants with appropriate recommendations/advice implemented.
 - All new Year 7 students attend an Induction Day in July.
 - Parent/student information evenings and open days also facilitate transition.
 - Additional visits are also arranged for students who need extra time in their new school.

- The SEND department are always happy to meet parents/carers prior to their child joining/leaving the school to discuss anticipated learning needs/support arrangements. Likewise, school staff can also make external visits to schools/colleges/universities/organisations to plan transition arrangements in more detail.
- Independent Careers Advice is available to all students.
- SEND review meetings can include transition discussions, and take advice from parents, teachers and other professionals involved.
- All students with a statement or EHCP will complete a Transition Plan at key moments of change in their education.

Arrangements for handling complaints from parents of children with SEND about the provision made at the school.

The school takes its responsibilities towards students and parents of students with special educational needs very seriously. It is very important to be able to use informal and formal complaints procedures to remedy the situation as soon as possible.

Stage 1: Parents should contact the school SENCo. A meeting will be arranged to discuss the complaint and try to agree an acceptable resolution to the problem.

Stage 2: Parents should contact the Head of School. A meeting will be arranged to discuss the complaint and try to agree an acceptable resolution to the problem.

Stage 3: If the complaint cannot be resolved, the school Governing Body recognises its duty to comply with The Education Regulations 2010. The procedures specified in the School Complaints Policy (available on the school website) should be followed.

Where can I get further information about Special Educational Needs support services for my child?

- Lincolnshire Local Authority Family Services Directory online Lincolnshire's Parent Carer Forum www.lincspcf.org.uk
- National Autistic Society, 393 City Road, London, EC1V 1NG
<http://www.autism.org.uk>
- British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ
www.bacp.co.uk
- Dyslexia Action, Provincial House, Sutton Coldfield, B72 1QU
www.dyslexiaaction.org.uk
- Dyspraxia Foundation, Hitchin, Herts SG5 1EG www.dyspraxiafoundation.org.uk

The information in this report forms part of Lincolnshire's Local Offer which contains further information and a directory for all support services in the area for parents of pupils with SEND. This Local Offer can be accessed via

<https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page>.

We also recognise that a number of our pupils live in the Nottinghamshire catchment; the Nottinghamshire Local Offer can be accessed via

<https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?newdirectorychannel=9>