

Inclusion Policy

Including: Special Educational Needs or Disability (SEND); English as an Additional Language (EAL); Medical and Welfare; and Most Able, Talented & Scholarship (MATs).

At Gad's Hill School we commit ourselves to follow and uphold: 'The Greatest of Expectations'. We take pride in aiming to ensure that all our pupils experience Ambition & Success, Community & Compassion; Growth & Support; Adventure & Opportunity; Confidence & Responsibility; Creativity & Expression.

At Gad's Hill School we see diversity as a strength and are committed to the equality of access to quality educational opportunities for all. We recognise that all pupils have individual and unique gifts, abilities, talents, needs and backgrounds, and we are committed to ensuring that every pupil has the support and challenge required to flourish and reach their full potential.

This policy outlines the procedures for the assessment, planning, delivery, and review of Inclusion Provision for pupils with SEND, EAL, Medical and Welfare, MATs or other significant factors impacting learning to that aim.

Other Related Policies:

I1 Whole School Mission, Visions, Values and Ethos

A01 Admission procedures

S4 Safeguarding policy

S4 Safeguarding policy appendix J: Mental Health

E4 Curriculum policy

A05 Examination Procedures and Access Arrangements Policy

S7 Health and Safety incl. EYFS policy

S9 Medical Treatments and First Aid policy

S2 Anti-bullying policy

S3 Behaviour Management policy

I8 Early Years Foundation Stage policy

S15 School Visits policy and procedures

S10 Parental Complaints procedures

Compliance

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

- Equality Act 2010: Advice for Schools DfE (Feb 2013).
- Statutory Guidance on Supporting Pupils with Medical Conditions (Apr 2014).
- Teacher's Standards (2012)
- Children and Families Act (2014)

This policy was created by the School's Inclusion Leader (SENDCO) in liaison with the Inclusion Department, Senior Leadership Team and Governing Body of the School.

Staffing:

The Inclusion Leader (SENCO) leads on Inclusion policy and practice across the whole school, with Teaching Assistants, Inclusion Assistants, and Teachers providing targeted interventions as part of a graduated approach to support the academic, personal, and social development of pupils. The School Nurse oversees

the medical and welfare aspects of the school. The Inclusion Leader, School Nurse and Heads of School liaise closely to provide targeted support and, where necessary, make referrals to external agencies to meet the needs of all pupils. Examples of external agencies include: Medway/Kent SEN Team; Educational Psychologists; Speech and Language Therapists (SALT); Occupational Therapists (OT); Children and Young Persons Mental Health Service (CYPMHS); and Early Help.

The Pupil Achievement Lead works across the school to ensure stretch and challenge in curriculum areas and further enhancement opportunities which, whilst targeting MATS pupils, are available for the development of all pupils.

SECTION 1: MISSION, VALUES & AIMS

The Gad's Hill mission is to enable our pupils to enjoy school, to achieve good academic qualifications, and to develop those personal attributes and qualities, which will guide them on their journey through life.

The Inclusion Department at Gad's Hill focuses on realising the school's mission: ensuring that all pupils, including those with Special Educational Needs or Disability (SEND), English as an Additional Language (EAL), and students who are Most Able, Talented & Scholarship (MATS), and other significant factors impacting learning, such as those who have medical and/or welfare needs, can achieve through a holistic approach, underpinned by our school values of Excellence, Enthusiasm, Friendship and Success.

We aim to:

- Ensure that all Gad's pupils have opportunities to be confident, flourish, celebrate their talents and reach their individual potential.
- Ensure that all pupils can access a broad, balanced and challenging curriculum within an ethos of high expectations.
- Identify pupils' additional strengths and needs in an evidence-based, holistic and timely manner.
- Ensure all inclusion support is targeted to a specific need and enables pupils to make accelerated progress, achieving age expected standards or higher.
- Liaise with, support, and provide staff with professional development and resources to ensure the curriculum and learning environment is accessible to all Gad's pupils and challenges MATS pupils.

All pupils require different support and challenge to fully realise their potential. Pupils of all ability levels receive Quality First Teaching, being supported and challenged through a rich curriculum with diverse enhancement opportunities, including those aimed specifically at MATS pupils. Through termly Assessment Meetings, alongside pupil, parent and staff referrals, needs priorities are identified and Targeted Provision is planned. Provision Maps are created by curriculum teachers to ensure that, where required, pupils receive targeted curriculum intervention by the class teacher to ensure good progress. Further targeted intervention is delivered by Inclusion staff to meet pupil needs; this can include support and interventions which run within or separate from the whole class environment and can be focused on small groups or 1:1. Where appropriate, additional Specialist 1:1 Provision is provided, reactive to the individual's needs and/or referrals are made to external Specialist Provision.

In line with NASEN (National Association of Special Educational Needs) best practice, the school follows a Graduated Approach to Inclusion Provision, through which earlier decisions and actions are revisited, refined and revised, leading to a growing understanding of a pupil's needs and of what supports them in making good progress and securing good outcomes.

The four stages of the cycle are: • Assessment and Referral (See: Section 2)

- Provision Planning (See: Section 3)
- Provision Delivery (See: Section 4)
- Review (See: Section 5)

SECTION 2: ASSESSMENT & REFERRAL

Treating every pupil as an individual is important to us and we welcome pupils with SEND, providing that teachers and the Inclusion Department can accommodate the level of support that they require. We do not, however, have the facilities to offer highly specialised and intensive treatment.

It is an admission requirement that parents of prospective children with SEND discuss their child's requirements with us before they undergo any entrance assessments. This enables the School to ensure that adequate provision is implemented and to provide accurate advice on the levels of support we can and cannot offer (including, where relevant, costs involved). Parents must provide copies of any Educational Psychologist's report or other specialist medical or educational assessments, or Educational Health Care Plans. Information from previous education providers and external specialists will then be considered in combination with the school's own assessments of need to inform provision; SEND provision is not automatically transferred/ granted based on external evidence in isolation.

Disclosing SEND/ further information around a prospective pupil's needs is an essential part of the admissions process and failure to do so can result in place withdrawal. At Gad's we are highly committed to supporting and stretching all pupils at the school; open, honest communication is an essential factor in this.

Identifying Most Able, Talented & Scholarship:

More Able: Refers to pupils who demonstrate, or have the ability to demonstrate, extremely high levels of academic ability compared to their peers.

Able: Refers to pupils who demonstrate, or have the ability to demonstrate, academic abilities which significantly exceed age-related expectations.

Talented: Refers to pupils who demonstrate, or have the ability to demonstrate, practical abilities which significantly exceed age-related expectations, or particular strengths in a narrower area of the academic curriculum.

Scholars: Refers to pupils who have been awarded scholarships either prior to joining or during their time at Gad's Hill in the following areas: Academic, Drama & Performing Arts, Art and Sports.

Identification Criteria:

Kindergarten

More Able

- **K2 Only**- CATs Score SS125 or higher
- **K1-2**: NFER Score SS125 or higher in **all assessments**: Reading, Maths, Grammar and Punctuation and Spelling (Summer Assessment Cycle)

Able

- **K2 Only**- CATs Score SS116 or higher
- **K1-2**: NFER Score SS116 or higher in **all assessments**: Reading, Maths, Grammar and Punctuation and Spelling (Summer Assessment Cycle)

Talented

- **KR-K2**: Teacher Nominated in the following areas: Creative, Artistic, Practical, Physical, Social
- **K1-2**: NFER score SS125 or higher in **2 or more** assessment areas: Reading, Maths, Grammar and Punctuation and Spelling (Summer Assessment Cycle)
- **K1-K2**: Reading age 1.5 years or more above chronological age attained in at least two STAR reader assessments.

Junior

More Able

- CATs Score SS125 or higher
- NFER Score SS125 or higher in **all assessments**: Reading, Maths, Grammar and Punctuation and Spelling (Summer Assessment Cycle)

Able

- CATs Score SS116 or higher
- NFER Score SS116 or higher in **all assessments**: Reading, Maths, Grammar and Punctuation and Spelling (Summer Assessment Cycle)

Talented

- NFER score SS125 or higher in **2 or more** assessment areas: Reading, Maths, Grammar and Punctuation and Spelling (Summer Assessment Cycle)
- Greater Depth achieved in **3 or more** non-core subjects: Science, Spanish Computing, Music, Art, DT, PE, Swimming, History, Geography and Religion and Worldviews (Summer Assessment Cycle)
- Teacher Nominated in the following areas: Creative, Artistic, Practical, Physical, Social

Senior

More Able

- CATs Score SS125 or higher
- Grade 8-9 in **all core subjects**: English, Maths and Science (Summer Assessment Cycle)

Able

- CATs Score SS116 or higher
- Grade 7-8 in **all core subjects**: English, Maths and Science (Summer Assessment Cycle)

Talented

- Grade 8-9 in **3 or more** specific subject areas (Summer Assessment Cycle)
- Teacher Nominated in the following areas: Creative, Artistic, Practical, Physical, Social

Scholar

- Scholarship awarded in the following area: Academic, Drama & Performing Arts, Art and Sports

Note: For Shell only, CATs scores and teacher nominations used for identification.

Identifying Special Educational Needs:

‘A pupil has SEND where their learning difficulty or disability calls for special educational provision, that is provision different from or additional to that normally available to pupils of the same age.’ (Special Educational Needs and Disability (SEND) Code of Practice, 2014)

The four broad areas of SEND are:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical

Further impacts upon learning, whilst not categorised as SEND, are also recognised by the school:

- Medically diagnosed condition
- English as an Additional Language (EAL)
- Being a looked-after/ previously looked after child
- Significant life/ family events, change, or trauma

Referral Routes to Inclusion Provision

At Gad’s Hill School, we adopt broad and flexible identification strategies which are realistic, manageable, achievable and regularly reviewed, these include identification through:

- Part of routine admissions procedures.
- As a result of routine screening, assessment, and tracking of all pupils’ progress through data analysis; as an integral part of the school's cycle of planning, teaching, assessment and monitoring.
- Teacher referral made to a member of Inclusion Staff, accompanied by relevant evidence, observations, and assessments to develop a picture of need.
- Parental request: Gad’s Hill School has an open-door policy in which parental views are welcomed and valued. Parent consultation evenings, direct communications with staff, and meetings with the Inclusion Leader/ Head of School are all mechanisms by which parents can contribute to a picture of need around a pupil and/or request further support.
- An externally commissioned Educational Psychologists’, or other relevant medical specialists’, assessment report recommendations.
- Self-referral through our ‘open door’ policy in the Inclusion Department.

Assessment

Gad’s Hill school provides a nurturing environment, with strong emphasis on pastoral care, wellbeing, and positive pupil-teacher relationships. Teachers are continually assessing, planning, implementing and reviewing their approach to teaching all pupils. Pupils complete Cognitive Ability Tests (CATs) in K2, J5, Upper Shell, and Upper Forth. These provide nationally standardised scores in: Verbal Reasoning, Non-verbal Reasoning, Spatial Reasoning, and Quantitative Reasoning. CATs add to the rounded profile of pupil ability and are used to support making informed decisions about pupils’ progress.

The school follows a regular cycle of subject specific progress assessment each term, with formal Assessment Meetings to analyse data on attainment and progress to inform the Inclusion Provision. Where a pupil

requires provision beyond Quality First Teaching, Targeted Intervention will be agreed upon and entered onto the Provision Map, with clear targets, staff responsibility, and time frame. For those pupils identified as having needs priorities each half term, the Inclusion Department will deliver Targeted Intervention to address those needs. Some pupils with more complex needs, or those not met by short term Targeted Intervention, will require Specialist Provision to ensure improved outcomes.

Fine-tuned assessments, such as standardised reading comprehension, literacy, and written output screeners, are used within routine practice across all ability levels alongside the CATs to identify if there is disparity between underlying ability and performance in these areas, to ensure that additional needs are identified, regardless of academic performance. These screeners are utilised as part of prospective pupil assessment days, to ensure that we are aware of and can meet additional needs of pupils of all academic abilities prior to a place being offered.

Where the school feels it necessary, additional screeners around processing, phonological processing, working memory, visual or auditory processing, reading comprehension and written output will be conducted. Observations of pupils by teachers and/or the Inclusion Leader may also occur to develop a picture of need. Parents/ carers will be informed if areas of need are identified through these processes, and, where relevant, what additional provision or exam access arrangements may be required.

Where the school feels it is necessary, the school will seek parental permission to conduct specialist screening, the findings of which would be discussed. Further external assessments, for example from a speech and language therapist or an educational psychologist, may be required to be commissioned by the parent/carers at the request of the school.

To ensure information around all pupils' abilities and needs are shared, the school has whole school watch lists:

- SEND Register
- SEND & EAL Monitor List
- Medical & Welfare Monitor List
- Most Able, Talented & Scholarship Monitor List
- Access Arrangements List

Teaching staff review these documents regularly and the Inclusion Leader informs staff about key updates as part of a weekly Inclusion Update.

Assessment and referral for Reasonable Classroom Adjustments and Access Arrangements:

The assessment practices of the school can also identify that the needs of a pupil can be best met through Reasonable Classroom Adjustments and/or Access Arrangements. These ensure that pupils of all ability levels have the access in place to allow them to achieve their personal full potential, in line with the Equality Act (2010) to make 'reasonable adjustments'.

Reasonable Classroom Adjustments are actions taken to enable a pupil with SEND to participate in education on the same basis as other pupils, ensuring pupils are provided with opportunities and choices that are comparable to those available to pupils without SEND. Reasonable adjustments are facilitated to enable pupils with SEND to participate in education on the same basis as other pupils while balancing the interests of all parties.

Please see **Appendix 1: Reasonable Classroom Adjustments** for examples of further classroom adjustments that may be put in place if there is significant need and they are deemed reasonable in the circumstance required.

Please see **Word Processor Policy** for details of the school's guideline for the use of word processors/ laptops in the classroom and as exam Access Arrangements.

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers.

Access Arrangements fall into two distinct categories: some arrangements are delegated to centres; others require prior JCQ awarding body approval. The school will ensure that the appropriate body of evidence is collated to reflect the student's need and 'normal way of working' to complete successful Form 8 applications to JCQ. This will include a formal assessment meeting and screening activities with our on-site Qualified Assessor.

Please note that for some access arrangements, it is a JCQ requirement that the parents commission an external expert report, such as that of an Educational Psychologist, no earlier than Year 9, to corroborate the need for the arrangement.

Please see: **AO5 Examination Procedures and Access Arrangements Policy** for full details.

SECTION 3: PROVISION PLANNING

Through the assessing process, barriers to learning and/or the need for further provision may be highlighted. The majority of pupils will be fully supported and challenged by Quality First Teaching and class teacher targeted interventions as part of whole class teaching. These are recorded on the termly class provision map.

Termly provision maps are a dynamic document, which evidence how the school is strategically targeting support for pupils in each year group. Where required, pupils on the SEND Register or monitor list, Medical and Welfare monitor list, MAT monitor list, or any pupil achieving below age expected standards, have clearly identified targets from the information gathered. The Provision Map identifies SMART targets for a pupil/ group of pupils and the additional Targeted Intervention that will be put in place beyond Quality First Teaching. The effectiveness of this provision in ensuring that pupils achieve their targets and make good progress is reviewed each term as part of the assessment cycle.

Targeted interventions are timetabled and reviewed each half term. These include support and interventions which run: within or separate from the whole class environment; with a focus on small groups or 1:1; led by Teaching Assistants, Inclusion Assistants, or Teachers. The specific support implemented is based on the intervention focus, the needs of the pupil, and staff/resource availability.

Parents will always be informed before a targeted intervention commences where it requires a pupil's presence before 8.40 am or after 4pm. Parents will not be routinely notified where curriculum/ cognition and learning targeted intervention occurs within the classroom or in a small group/ 1:1 during the timetabled subject which it supports. Should a curriculum/ cognition and learning targeted intervention require timetabling outside of that curriculum subject, parents would first be notified of the impact to their child's curriculum lessons. Parents will be informed where Sensory/ Physical/ SEMH/ and/or social communication

and interaction targeted interventions are being implemented to support a cohesive home-school approach. Parents may request to discuss the provision in place with their child's form tutor, the Inclusion Leader, or the relevant Head of School.

Where short-term Targeted Interventions are not fully meeting the needs of a pupil and/or producing the progress required, discussions will occur with parents around potential next steps, whether that be needs investigation, referral to external professionals, or the escalation to longer term Level 3 Specialist Provision within school.

At Gad's Hill we adopt a comprehensive approach to identifying our MATS pupils which is appropriate to their age. We recognise that the identification process is ongoing as learning is not a linear process and learners progress at different rates. To cater for this complexity, a variety of sources for identification are used which include qualitative and quantitative methods.

Our MATS monitor list will include most able, able, talented, and scholarship pupils. This will be a confidential list to inform staff planning and teaching practices. The list will be collated and published at the end of term our Autumn 1 term using:

- Summer Assessment Cycle Data
- Standardised Assessment Scores (CATs/NFER)
- Teacher Recommendation

Provisions available to MATS pupils will take into consideration individual assessment needs and potential, coupled with realistic expectations of progress and the anticipated outcomes.

Opportunities for staff to engage with development and training around MATS and SEND are actively encouraged (in accordance with guidance from the New Code of Practice 2014). All new teaching staff are inducted into Inclusion routines. As part each year's cycle of training and development, staff receive training relating to relevant areas of MATS, SEND, EAL, Medical and Welfare needs in pupils to ensure Quality First Teaching and/or Targeted Intervention delivery. A wide variety of Inclusion resources, training, and bespoke support are available to staff. Staff share their knowledge and skills, such as through the termly in-house Teaching and Learning Digest publication, to continually develop practice.

In the weekly Inclusion Updates staff are provided with key updates on pupils, with information that is then updated on the SIS and Isams. Where relevant, staff are provided with strategies to support pupils' developing needs and signposted to resources.

SECTION 4: PROVISION DELIVERY

Gad's Hill proactively works to provide high-quality learning experiences for all pupils in an effective and stimulating learning environment. The school employs specialist subject teachers at all school phases. At KS3 and KS4, classes are streamed according to current attainment and there is setting in Maths and English, to support those pupils who require the most support and/or challenge in accessing the curriculum. A wide variety of enhancement opportunities are available, including: clubs, subject clinics, GCSE Grade Boosters, national challenges, visits, residentials, productions, Music and LAMDA grades, external experts, and, at the Senior phase, Combined Cadet Force (CCF). MAT pupils receive access to whole school and bespoke enhancement opportunities, receiving termly mentor sessions and challenges.

A Graduated Response to Supporting Educational Needs

For pupils requiring SEND support, the school follows the Waves of Intervention approach, in accordance with NASEN (National Association of Special Educational Needs) best practice.



Level 1 : Inclusive Quality First Teaching for all

All pupils receive quality first teaching to promote positive engagement in learning through a rich and challenging curriculum. The majority of pupils with further needs, such as EAL, SEND, and MAT, will have those needs met by appropriate quality first teaching strategies, reasonable classroom adjustments, access arrangements for assessment, and enrichment activities.

At Gad's Hill we believe that all pupils are entitled to an education that will enable them to develop their full potential intellectually, physically, emotionally and socially. We therefore will provide opportunities teaching which makes learning challenging and engaging for Gad's pupils of all needs and abilities.

The school ensures enhanced progress through:

- Schemes of work contain differentiation with specific support, scaffolding, and/or enrichment and extension activities.
- Opportunities, where relevant, to engage in additional qualifications.

- Additional learning opportunities, for example: curriculum grade-booster sessions; subject stretch and challenge menus; and artistic, music and sporting enhancement activities; along with a range of further enrichment opportunities.

Level 2 Targeted Interventions

To ensure the wellbeing and academic progress of pupils, each phase of the school follows an assessment cycle where pupils' ability, attainment, and progress rate are considered to inform targeted provision maps. The school offers a range of targeted 1-12 session interventions which are planned and delivered by curriculum teachers and/or the Inclusion team. These carefully considered interventions for pupils not achieving at their potential can target areas such as: age appropriate core or subject specific skills development, curriculum knowledge gap closing, study and exam techniques, or stretch and challenge activities; all to promote accelerated progress. A range of established and bespoke targeted interventions are also utilised where a pupil has been identified as needing additional support with their personal and or social wellbeing skills.

Provision may target:

- Specific neurodiversity, or EAL,
- Gaps in knowledge or skills development need.
- Revisiting of previous learning.
- Consolidation of current topics covered in class to ensure understanding/ support retainment.
- Personal, social, and/or emotional skills development.

Targeted Interventions utilised at Gad's can include, but are not limited to:

- Communication & Interaction: Lego Therapy, Time to Talk, Socially Speaking, Social Stories, Comic Book Conversations.
- Cognition and Learning: in class targeted support, Precision Teaching, Pre-teaching, Read Write Inc, Fresh Start, Literacy, Numeracy, Science, Academic Studies.
- Social, Emotional and Mental Health: Zones of Regulation, 5 Point Scale, Drawing and Talking Therapy, ELSA, Emotional Literacy, Starving the Anxiety Gremlin, Transition Support.
- Sensory and/or Physical: sensory tools and breaks, Sensory Circuits, BEAM, Clever Fingers.

Provision available to MATS pupils will take into consideration individual assessment needs and potential, coupled with realistic expectations of progress and the anticipated outcomes.

Pupils will have access to a range of enrichment opportunities, such as:

- Experiences to broaden horizons and to supplement and enrich the normal curriculum
- Opportunities to engage in subject specific workshops.
- Increased opportunities to use technical and specialist language
- The use of additional support, other adults, older students, and parents, one to one or group work to extend the child in a specific area (social or academic)
- Joining clubs at lunchtime or after school, covering academic as well as other activities
- Opportunities to participate in both internal and external competitions

Stretch and Challenge/Extension

- Pupils will be encouraged to work at an increased pace to then be able to stretch, challenge and extend their learning
- Pupils will be able to fluently apply taught skills and knowledge to a range of contexts
- Pupils may have a starting point different to others and have readily available additional work that will stretch, challenge, and extend their learning.

- Pupils should need less practice at tasks and detailed instruction as they have been taught independence and problem-solving skills.
- Pupils will be able to study independently and will need a reduced number of steps in a process
- Pupils will be able to cope with open-ended situations and will understand abstract tasks
- Pupils should be given creative opportunities and given the chance to experiment

Extra-curricular provision

- Provide the enrichment and extension needed across curriculum areas
- Highlight awareness amongst staff for the need to provide challenging work for MATS pupils.
- Provide an opportunity to enhance pupils' independence in learning.
- Inform pupils and parents of external opportunities that would be of benefit and interest.

Level 3 Specialist Provision

Certain pupils will require further, more specialist support and may receive referrals to external agencies, or specialist support within school for more significant academic, social, or personal needs. Pupils receive highly personalised provision, recorded as part of the Provision Mapping and Personalised Learning Programmes (PLPs) are created to target specific outcomes.

Pupils requiring this level of provision often present complex needs, which may require external specialist support. Where needed, the school will recommend this and, with parent/carers consent, make relevant referrals or signpost parent/carers to appropriate services.

Inclusion Provision Costings:

As part of the universal offer, all pupils receive Quality First Teaching. In addition, where need is identified, Gad's Hill provides pupils with a graduated response at Levels 1, 2 and 3 where provision forms part of the assessment cycle review process and is short term (1-12 sessions).

Where pupils are identified as having long term provision needs, such as a pupil with an EHCP, or in exceptional cases where a reduced timetable and additional staffing may be required, additional provision costs will be charged at the school's published rate.

Responsibility for deciding the provision level required and, where relevant, the costings lies with the Inclusion Leader, in agreement with the relevant phase of school Head and/or the Headteacher.

	Individual Lessons and Activities			Group Lessons and Activities		
	30 mins	40 mins	60 mins	30 mins	40 mins	60 mins
Teaching Assistant	£7.50	£10.00	£15.00	£3.75	£5.00	£7.50
Inclusion Assistant/Apprentice Teacher	£10.50	£14.00	£21.00	£5.25	£7.00	£10.50
Teacher	£22.50	£30.00	£45.00	£11.25	£15.00	£22.50
Inclusion Leader (SENDCo)	£24.00	£32.00	£48.00	£12.00	£16.00	£24.00

SECTION 5: REVIEW

Gad's Hill regularly and carefully monitors and evaluates the quality of provision offered to all pupils. Pupil, parent/carer and staff views are sought. Teachers continually review pupils' progress, formally and informally. Book scrutiny, observations, audits, Subject Group Meetings, staff appraisal and departmental reviews form part of the regular routines within the whole school.

Formal progress assessments and Assessment Meetings occur each full term to ensure that the attainment and progress of all pupils are measured, monitored, and reviewed. The Provision Map is used to review the effectiveness of targeted intervention and specialist provision and is central to providing a holistic view of support. If a provision, including reasonable classroom adjustments and/or access arrangements, is not having effective impact it may be removed, modified, or replaced to better address needs and ensure progress. If a pupil is not making use of provision, such as through absence, non-engagement, or not meeting agreed terms (such as with the Word Processor Policy); then the school may remove the provision. From the Assessment Meetings, new Provision Maps are created with clear targets to support and challenge pupils who are performing below their age appropriate/ MAT abilities. This termly review feeds directly into the next planning phase of the graduated approach.

SECTION 6: EDUCATIONAL HEALTH CARE PLAN (EHCP)

Pupils with the highest level of need may require an Educational Health Care Plan (EHCP), which brings together their health and social care needs, as well as the special educational provision.

Parents/carers may choose to educate their child with an EHCP at Gad's Hill at their own expense, if the inclusion of their child is compatible with the efficient education of the other pupils. Any prospective pupil with an EHCP should meet with the Inclusion Leader to discuss requirements before undergoing entrance assessments, so that we can offer advice on the levels of provision we can offer and, where relevant, the additional costs involved. The LEA must also be satisfied that the school is able to meet the child's needs as the LEA still has a duty to maintain the child's EHCP and to review it annually.

Provision will be organised around the outcomes in the child's EHCP. The Inclusion Leader coordinates provision and monitors progress through the year with the pupil, parents/carers, and relevant staff, through the review of the provision map. Progress towards EHCP outcomes will be formally reviewed annually with relevant agencies and the Local Education Authority.

When planning provision for pupils with EHCP, the school ensures that:

- All staff working with pupils have read and understood the key recommendations of the EHCP.
- A clear range of strategies is agreed by all those involved, based on specialist advice.
- Provision Map include Targeted/ specialist provision which addresses the pupil's needs.
- Any required additional training for teachers and support staff is arranged.

Where a local authority indicates hours of additional (teaching assistant/specialist teacher) support on the EHCP, the school focuses first on the agreed outcomes being sought and then on how the 'allocated hours' can be used to meet the agreed outcomes.

When pupils are due to transfer to another phase, planning for this will be started in the year prior to the year of transfer. Liaison with the SENDCO of the next education provider will ensure that arrangements are in place to support the pupil at the time of transfer.

SECTION 7:

SUPPORTING PUPILS WITH MEDICAL CONDITIONS/ PHYSICAL DISABILITY

Gad's Hill prides itself on ensuring the safety and wellbeing of all pupils. As such, the school has a School Nurse responsible for ensuring the policies and practices are in place to ensure pupil wellbeing. In addition, the school strives to have all staff first aid trained.

Please see: **S9 Medical Treatments and First Aid Policy**

Medical needs are managed in accordance with the guidelines in the SEND Code of Practice 0-25 (2014). If a pupil has a particular medical need then a Care Plan will be put in place which is agreed between parents/carers and staff. Some pupils with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act (2010).

The school recognises that pupils with medical conditions and/or disability should be fully supported so they have full access to education, including school trips and physical education.

Please see: **S15 School Visits Policy and Procedures.**

Accessibility

The Kindergarten and Junior School phases of Gad's Hill are located in an accessible modern building. The Senior School has a lay-out which consists of separate historic (including listed) buildings of several stories without lifts. The Senior School has classrooms for each subject, based on having all the facilities for one subject in one place. This requires pupils to go from classroom to classroom, often up steps and stairs in buildings without lifts.

Parents and guardians of disabled pupils and pupils themselves are encouraged to visit the School's site and discuss with staff any potential concerns regarding accessibility and possible solutions prior to admission.

SECTION 8: COMPLAINTS

Should a parent or carer have a concern about special provision made for their child, they should, in the first instance, discuss this with the Inclusion Leader and form tutor/relevant subject teacher.

Please see: **S10 outlines parental complaints procedures.**

Staff Responsible: JH

Last Review: March 2023

Next Review: March 2024

Governor Responsible:

APPENDIX 1: REASONABLE CLASSROOM ADJUSTMENTS

Gad's Hill will provide Reasonable Classroom Adjustments where there is significant need and the adjustment is reasonable, practical, and cost effective. The list below highlights some adjustments which may be appropriate dependent on need and circumstance. This list is not prescriptive nor exhaustive.

Setting accommodations allow a pupil to:

- Work or take a test in a different setting, such as a quiet room with few distractions.
- Sit where they learn best (for example, near the teacher).
- Use sensory tools to support focus.

Presentation adjustments allow a pupil to:

- Learn content from audiobooks, videos and digital media instead of print versions.
- Work with fewer items per page or line and/or materials in a larger print size.
- Have hand outs printed on coloured paper/the use of an overlay.
- Use of a reader pen/ orally given instructions and information.
- Use visual presentations of verbal material, such as word webs and visual organizers.
- Be given a written/ visual list of instructions.

Response accommodations allow a pupil to:

- Give responses in a form (oral or written) that's easier for them.
- Use a laptop/ device to take notes or give responses in class.
- Capture responses on an audio recorder/ use of speech to text technology/ use of scribe.
- Use a spelling dictionary or electronic spell-checker.

Timing accommodations allow a pupil to:

- Take more time to complete a task or a test.
- Have extra time to process oral information and directions.
- Take frequent breaks, such as after completing a task.

Scheduling accommodations allow a pupil to:

- Take more time to complete a project.
- Take a test in several timed sessions or over several days.
- Take sections of a test in a different order.
- Take a test at a specific time of day.

Organization skills accommodations allow a pupil to:

- Use of digital clock/ alarm to help with time management.
- Mark texts with a highlighter.
- Receive study skills instruction, or support organising assignments/revision.

Assignment modifications allow a pupil to:

- Complete fewer or different homework/ assessment problems than peers.
- Create alternate projects or assignments.

Curriculum modifications allow a pupil to:

- Learn different material (such as working on foundation skills).
- Get assessed using a different criteria.