



# Oak Lodge School

## Special Educational Needs and Disabilities Policy

<b>Policy Date</b>	<b>April 2021</b>	<b>Review April 2023</b>
<b>Agreed to be adopted</b> <b>Signature:</b>	<b>Date : February 2021</b>	<b>Schools &amp; Resources committee</b>
<b>Policy update Date</b>		<b>Review</b>
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### AIM:

This policy aims to outline the arrangements made to address pupils' Special Educational Needs and Disabilities. Further details about the schools' provision is contained in

- The SEN Information Report
- The Code of Practice 2014
- Supporting pupils with medical needs policy
- Wandsworth Local Offer
- Teaching and Learning Policy
- Oak Lodge Accessibility Plan
- Provision Map Guidance
- The Admissions Policy

Oak Lodge is a regional maintained Special Education Needs day and residential school in the London Borough of Wandsworth. Oak Lodge School provides education for pupils aged 10 to 19 who are:

- D/deaf
- Have speech, language and communication needs (SLCN)

The term D/deaf is used throughout education and research to describe students who are Deaf (British Sign Language users) and deaf (who are hard of hearing and tend to communicate more orally).

Oak Lodge is one of eight special schools within the London Borough of Wandsworth. It is one of 20 specialist Deaf provisions within the UK of which 8 are residential.

Oak Lodge aims to ensure that every pupil's identified SEN need is met through provision to enable them to have full access to learning and independence. Oak Lodge School has high expectations and aspirational outcomes for all pupils.

The Code of Practice (2014), states that all students are entitled to an education that enables them to make progress so that they will:

- Achieve their best
- Become confident individuals living fulfilling lives
- Make a successful transition into adulthood, whether into employment, further or higher education or training.

## **Admissions**

All Pupils admitted to Oak Lodge School must have an Education, Health and Care plan naming Oak Lodge school. In exceptional circumstances pupils may be admitted on an assessment placement pending completion of the Education Health and Care Plan.

The Pupil's Local Authority will consult with the school and the SENCo and SLT will make an assessment about whether or not needs can be met within the framework of the SEND Code of Practice

Full details on the admissions procedure is contained in the Admissions Policy which explains how admissions to the school are managed in a fair and systematic manner.

## **Annual Reviews**

Annual Reviews of Education Health and Care plans are conducted according to the principles of the SEND Code of Practice (2014). The school uses a customised template which meets statutory requirements and ensure a consistent school approach for pupils from a wide number of placing Local Authorities.

Reviews are conducted throughout the year with the exception of Year 11 and 14, these are conducted early in the academic year to facilitate Post 16 and Post 19 planning and transition.

## **Inclusion**

Oak Lodge is an inclusive school; in addition to D/deafness and SLCN many pupils have additional needs including: Autistic Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Motor Difficulties, Visual Impairment, Social, Emotional and Behavioural Difficulties and Sensory Needs.

Specialist provision for Deaf and SLCN pupils is outlined in the SEN Information Report. This also outlines the additional support offered to those pupils with additional needs.

All pupils at Oak Lodge are treated equally and have full access, regardless of their needs.

The School has an Accessibility Plan as required by the Equality Act 2010 which is reviewed annually and included in the school development plan. This shows what steps the school is taking to improve access to the environment, the curriculum and for those whose first language is not English.

Oak Lodge School has links with local schools and local colleges promoting inclusion and learning opportunities and activities for individual pupils and groups of pupils.

In addition to local colleges and schools, Oak Lodge has links with local and national employers, that allows pupils to have work experience in the local and wider community.

## **Partnership with Parents**

Oak Lodge operates an open door policy where parents/carers can make an appointment to come into school at any time to discuss progress or any concerns they may have. Pastoral teachers have contact with parents through regular phone calls home. Parental involvement is encouraged by:

- Parents' evenings
- Parent Governors
- Family Liaison Officer
- Sign language classes for parents
- Parental contributions to EHC Plan reviews
- See Saw - Home learning activities
- Weekly newsletters

## **Partnership with Pupils**

In accordance with the Children's Act, children have the right to be heard and participate as they are an important source of relevant information. The school is pro-active in seeking pupil voice and involving pupils in assessment, planning and decision making. Pupil voice is gathered through:

- School Council

- Student Surveys
- EHCP review process

## **Roles and Responsibilities**

The person responsible for co-ordinating the SEN provision for pupils at Oak Lodge is the SENCo.

### **The SENCo is responsible for:**

- Overseeing the day to day operation of the school's SEN
- Gathering and collating information from teachers, therapists and support staff as required by Local Authorities when a statutory assessment is to take place.
- Annual Review of EHCP with a contribution from all involved with each student, as well as from the student him or herself.
- Co-ordinating onsite provision for pupils.
- Identifying additional needs that target specific difficulties or areas of need.
- Liaising with teachers, therapists and Teaching Assistants.
- Ensuring that records are kept up to date.
- Liaising with parents.
- Liaising with external professionals.
- Liaising with the relevant Local Authority.
- Monitoring therapeutic input, including OT and SALT

**The Headteacher and The Senior Leadership team (SLT) are responsible for:**

- Ensuring that staff are both aware of and adhere to the aims and stated outcomes that are contained in this policy.
- Professional development and staff training to ensure the needs of all students are being met
- Ensuring that individual pupils are making 'expected academic progress' and that suitable interventions are in place to address any needs or barriers.
- Allocating and monitoring appropriate resources from the budget.
- Ensuring the effective use of the Code of Practice, especially through professional development and appropriate time allocations.
- Monitoring teachers' planning, pupil progress and achievement, in terms of both academic and social emotional development.
- Monitoring the academic progression of pupils and that appropriately high levels of challenge are being set.

**All teachers are responsible for:**

- Understanding the curriculum modifications and adaptations that secure broad, balanced and relevant opportunities for all pupils.
- Delivering the curriculum in a manner that promotes the learning of each pupil and meets the requirements and learning style of each pupil as set out in their EHCPs.
- Keeping up-to-date, with relevant curricular developments.

- Using appropriate adaptations and/or resources in order to meet particular SEND requirements
- Monitoring the progress of each pupil and the class overall and evaluate pupils progress, achievements, learning, participation and enjoyment of their work
- Ensuring the TAs they work with understand each pupil's needs and the importance of enabling pupils to learn

**All staff must ensure they:**

1. Maintain an up to date knowledge and understanding of their professional duties and the statutory framework within which they work including the importance of addressing each pupil's needs.
2. Contribute to the development of all aspects of the curriculum as appropriate to their role including meeting the needs of all pupils.
3. Work as a team member and identify opportunities for working with colleagues to promote the curriculum and sharing good practice.

**Partnership with other agencies**

The school maintains close links with a range of external agencies and services; Health, Education and Social Care to ensure pupils' needs are met.

This includes:

- Children and Adolescence Mental Health Teams (CAMHs) and Deaf CAMHS
- Social Care Teams, Wandsworth and all relevant boroughs
- School nursing service
- The Speech and Language Team Based at the school have liaison with ENT/Audiology departments of Health Authorities. The Team also works specialist cochlear implant centres.

### **Complaints Procedures**

Oak Lodge School follows Wandsworth Local Authority format for the complaints procedures. Paper copies of this policy are available from the school office and are published on the school's website.