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## 1.0 INTRODUCTION

*“A good teacher needs to tailor his/her teaching method to the child. To be successful, the teacher has to be gently insistent. A good teacher knows how hard to push. To be successful, the teacher has to intrude into the autistic child’s world.”*

Temple Grandin, 1998

Hillingdon Manor values the abilities and achievements of all its students and is committed to providing, for each student, the best possible environment for learning. All students at Hillingdon Manor have Autism and complex needs and therefore all our students have a Statement of Special Educational Needs or Education Health & Care plan and are subject to the provisions of this policy.

**Implementation:** It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

**Compliance:** This policy complies with all relevant regulations and other legislation as detailed in the Compliance with Regulations & Legislation Statement.

## 2.0 DEFINITION OF SPECIAL EDUCATIONAL NEEDS

Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them.

Children have learning difficulties if they:

- have a significantly greater difficulty in learning than the majority of children of the same age; or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority
- are under compulsory school age and fall within the definition at (a) or (b) above or would so do if special educational provision was not made for them.



Special education provision means: educational provision which is additional to, or different from, the educational provision made generally for children of their age in schools maintained by the LA, other than special schools, in the area. All of our students attend Hillingdon Manor because it has been identified that their needs cannot be met within their Local Authority provision

### **3.0 THE SEN AIMS OF THE SCHOOL**

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- To provide a differentiated curriculum appropriate to the individual's needs and ability
- To ensure that all students have access and participate as much as possible in all school activities
- To ensure that parents and carers of students are kept fully informed of their child's progress and attainment to ensure that students are involved, where practicable, in decisions affecting their future SEN provision

Whilst many factors contribute to the range of difficulties experienced by our students, we believe that much can be done to overcome them or lessen their impact, by parents, teachers and students working together to achieve each young person's set outcomes.

### **4.0 ROLES & RESPONSIBILITIES**

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- Provision for the students is a matter for the school as a whole. The Head teacher and all other members of staff have important day-to-day responsibilities.
- The Head teacher, supported by the Assistant head teachers have responsibility for the day to day management of all aspects of the school's work.
- All education staff are involved in the development of the school's policy and are aware of the school's procedures for making SEN provision, and monitoring and reviewing that provision in line with the set guidance in the Code of Practice.

### **5.0 SCHOOL ADMISSIONS & INCLUSION**

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Hillingdon Manor is set up to meet the specific needs of learners with Autism and complex needs. Hillingdon Manor believes that the admissions criteria should not discriminate against students with SEN and has due regard for the practice advocated in the revised Code of Practice 2014, in that all schools should admit students with already identified special educational needs. Please refer to our Admissions Policy and Procedures for more information

### **6.0 PARTNERSHIP WITH PARENTS**

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Hillingdon Manor firmly believes that partnership with parents plays a key role in promoting a culture of co-operation between parents, schools, Local Authorities and any other external agencies. This is important in enabling our students to achieve their potential.

Parents should be supported so as to be able and empowered to:

- recognise and fulfil their responsibilities as parents and play an active and valued role in their child's education and supporting them to achieve their outcomes
- have knowledge of their child's entitlement within the SEN framework
- make their views known about how their child is educated
- have access to information, advice and support during assessment and any related decision-making
- understand the processes about special education provision



When students are “looked after” by the local authorities, every effort is made to ensure that parents are encouraged to continue to play an active role in their children’s education

## **7.0 STUDENT PARTICIPATION**

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Where possible, students at Hillingdon Manor participate in all the decision-making processes that occur in education, including the setting of learning targets and IEPs and contributing to the annual review and transition processes. Some students at Hillingdon Manor might have severe communication difficulties, therefore, ascertaining their views may not always be easy, but the principle of seeking and taking into account the ascertainable views of the young person is important.

## **8.0 ASSESSMENT & PROVISION**

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Provision for students with special educational needs is a matter for the school as a whole. At Hillingdon Manor, teachers and tutors deliver National Curriculum subjects in ways that meet the particular learning requirements of the students. Assessment against the P-scales and National Curriculum level descriptors for each subject enables the school to consider individual student attainment and progress.

All students at Hillingdon Manor have short-term targets which are devised on an annual basis at the annual review meeting. These short term targets are steps towards the student achieving the long term outcomes as stated in the student’s Statement of SEN/Education Health and Care Plan.

Strategies for ensuring a students’ progress will be recorded in their IEP (Individual Education Plan). IEPs will include the following information:

- Short-term targets set for or by the student
- Teaching strategies to be used
- Success Criteria

## **9.0 ANNUAL REVIEW**

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Statements of SEN and Education Health and Care Plans are reviewed at least annually. Annual reviews focus on what the student has achieved, what the next steps are for the pupil, reviewing the strengths and needs of the pupil and addressing any areas of difficulties that need to be resolved.

The Annual Review should:

- Assess the child’s progress towards meeting the objectives/outcomes as specified in their SEN statement/EHCP
- Review special educational provision made for the student.
- Review current levels of attainment in all subject areas
- Consider the continuing appropriateness of the statement/EHCP
- Set new targets for the coming year

The Head teacher initiates the review process, sets a date and invites attendees. The Head teacher can delegate to a qualified teacher at the school any or all of the duties and functions given to them in the regulations.

In preparing for the review meeting, the Head teacher must request written advice from:

- Student’s parents
- Therapy involvement (as specified within provision)



- Anyone specified by the authorities
- Anyone else the Head teacher considers appropriate

The Head teacher must also circulate a copy of all advice received to all those invited to the review meeting at least two weeks before the date of the meeting, inviting additional comments, including comments from those unable to attend the review meeting.

The review report is prepared by the class teacher. The Speech and Language and Occupational Therapists will also write a contribution for each annual review and where necessary written advice will be prepared by the Clinical Psychologist.

The Annual Review meeting is chaired by a member of the Senior Management Team. The Head teacher provides the Local Authority with a report following each Annual Review meeting within 15 days of the meeting being held. The report summarises the outcome of the review meeting, setting out the Head teacher's assessment of the main issues discussed at the meeting, the recommendations about educational targets for the coming year and any other steps that ought to be taken.

#### **Annual Review in Years 9-14**

Careers advice and guidance is offered to all students in Year 9 and all following years until they leave Hillingdon Manor School. The purpose of this service is to support and educate the student of the options available to them post education, such as progressing into the further education sector, work-based training or employment. Each pupil is given an opportunity to express their views and aspirations and is supported to understand what next steps are required to achieve these goals.

A transition plan is compiled and incorporates the views of the pupil and their parent/carer. The plan is attached to the annual review document and is subsequently reviewed in the annual review meeting. This document is used by all professionals involved to inform the pupil's next set of outcomes and to support them to achieve their aspirations.

#### **10.0 LINKS WITH EXTERNAL AGENCIES**

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The school recognises the important contribution that external support services make in assisting to identify, assess, and provide for our students. We welcome multi agency meetings to ensure that the pupil is receiving the maximum support available.

Important links are in place with the following organisations: Local Authorities Specialist services, Children and Adolescent Mental Health service, Social Services.