

# SEND Policy



**RIVERSIDE BRIDGE SCHOOL**

'EXCELLENCE FOR ALL'



Partnership Learning

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## 1. Aims and objectives

Our special educational needs and disabilities (SEND) policy aims to:

- Make sure our school fully implements national legislation and guidance regarding pupils with SEND
- Set out how our school will:
  - ☞ Support and make provision for pupils with special educational needs and disabilities
  - ☞ Provide pupils with SEND access to all aspects of school life
  - ☞ Help pupils with SEND fulfil their aspirations and achieve their best
  - ☞ Help pupils with SEND become confident individuals living fulfilling lives
  - ☞ Help pupils with SEND make a successful transition into adulthood
  - ☞ Communicate with pupils with SEND and their parents or carers and involve them in discussions and decisions about support and provision for the pupil
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND
- Communicate with, and involve, pupils with SEND and their parents or carers in discussions and decisions about support and provision for the pupil
- Make sure the SEND policy is understood and implemented consistently by all staff

## 2. Vision and values

Riverside Bridge School is a part of the Partnership Learning Academy. We are the only special school within the academy. Our pupils are aged 4-16 and are identified with a range of complex needs. This can include Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Moderate Learning Difficulties, Autistic Spectrum Conditions and Communication Disorders. Our provision focuses on personalised learning to meet the holistic needs of the class group. As a school community, we are committed to providing a vibrant and fulfilling offer to our learners. We operate on a split site basis with the majority of pupils attending Riverside Campus and a minority of pupils attending Thames Road Site. Both sites are within a few minutes of each other.

Inclusion is about entitlement, access and equality of opportunity. Every pupil has a right to expect a broad, balanced, relevant education alongside his or her peer group and within their locality. All young people should expect to be valued within an inclusive learning community.

Riverside Bridge School is an inclusive school where every child is valued and supported to achieve as full and independent a life as possible.

At our school we will provide all pupils with access to a broad and balanced curriculum.

We are committed to making sure all our pupils have the chance to thrive and supporting them to meet their full potential.

We are focused on creating an inclusive environment, where provision is tailored to the needs and abilities of pupils, no matter how varied and we aim to deliver:

- ☞ Focused lessons with sharp objectives
- ☞ High demands of pupil involvement and engagement with their learning
- ☞ Appropriate use of teacher questioning, modelling and explaining with high levels of interaction for all pupils
- ☞ An emphasis on learning through dialogue, with regular opportunities for pupils to talk both individually and in groups
- ☞ An expectation that pupils will accept responsibility for their own learning and work independently
- ☞ Regular use of encouragement and positive praise to engage and motivate pupils

Parents and Carers can find out more about Barking and Dagenham's local offer at

<https://www.lbbd.gov.uk/local-offer>. This website provides parents with contact details for support services within the borough.

### 3. Legislation and Guidance

This policy is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- ☞ [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND
- ☞ [The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN coordinators (SENCOs) and the special educational needs (SEN) information report
- ☞ The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities
- ☞ The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- ☞ The [Governance Handbook](#), which sets out governors'/trustees' responsibilities for pupils with SEND
- ☞ The [School Admissions Code](#), which sets out the school's obligation to admit all pupils whose education, health and care (EHC) plan names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs

### 4. Inclusion and Equal Opportunities

At our school we strive to create an inclusive teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that pupils with SEND are included in all aspects of school life.

### 5. Definitions

#### **5.1 Special educational needs**

A pupil has SEN if they have a learning difficulty or disability that requires special educational provision to be made for them.

They have a [learning difficulty or disability](#) if they have:

- ☞ A significantly greater difficulty in learning than most others of the same age, or
- ☞ A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

[Special educational provision](#) is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

#### **5.2 Disability**

Pupils are considered to have a [disability](#) if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

The school will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

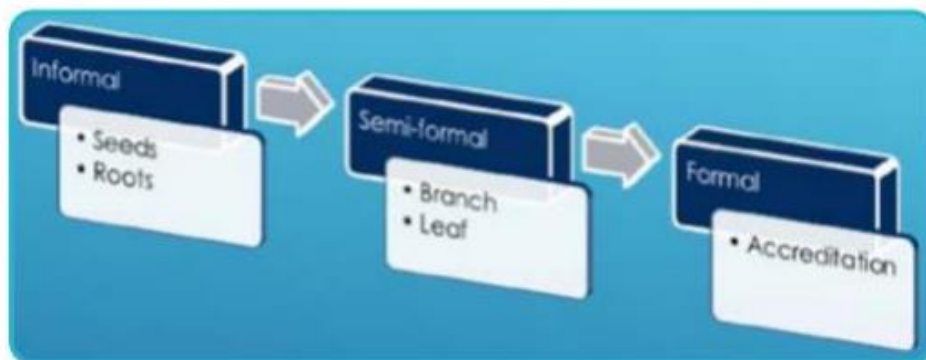
Special educational provision, including Riverside Bridge School, is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

## 6.Riverside Bridge School SEND Pathways

Our curriculum model is delivered into three broad pathways: **informal** - Seeds & Roots; semi-formal - Branch & Leaf; **formal** - Accreditation. This allows us to offer a means of making subtle distinctions between not only groups of learners but also the degree of curriculum formalisation they will experience in either building the prerequisites for, or working within, a more 'conventional' National Curriculum type approach. Our curriculum allows pupils to reinforce continuously prior learning and it increases in cognitive complexity, widening out as pupils move through the pathways, revisiting concepts in greater depth. These pathways are not defined by age, but by need and achievement. Pupils are identified on entry or baselined at the beginning of each year through their Individualised Development Profile as to which curriculum pathway is better suited to meet their needs and thereafter, they are able to move flexibly between pathways at any point during their school career. Some pupils may even be able to access a more 'fluid curriculum', meaning that they may benefit from aspects of two from the three possible pathways, all based on individual needs which are reviewed regularly.

**We believe our distinct and differentiated pathways offers the best way for:**

- œ achievement to be maximised;
- œ each pupil to have a personalised curriculum appropriate to their needs;
- œ teachers to deliver lessons at an appropriate pace;
- œ expectations and targets to be set and reinforced;
- œ pupils to be challenged and supported at the right level;
- œ a positive learning environment to be nurtured and maintained;
- œ pupils to develop confidence and self-esteem;
- œ emotional and Social development to be nurtured;
- œ pastoral programmes to be appropriately differentiated.



### The Seeds (EYFS) and Roots Pathways

Our informal curriculum focuses on the early communication, social, emotional and cognitive skills that are the foundation of learning. Pupils at this very early level of development may only communicate by gesture, eye-pointing, and at times very simple language; they require a higher level of adult support, both for their learning needs and their personal care and their attainment will be below the pre-key stage standards. The focus within this pathway is upon enabling pupils to proactively explore the world around them, gaining environmental control skills and discovering for themselves, whilst establishing positive interactive relationships with others and developing a sense of security within the classroom and school environment, which is meaningful and comprehensible to them. Hence the importance of play in their development and the need for sensory and multi-sensory approaches to their learning.

### The Branch and Leaf Pathways

Whilst still focusing on ensuring order, structure, routine and certainty in their learning, in this semi-formal curriculum, we try to give our pupils opportunities to become literate communicators, early readers and start problem-solving. Our pupils are similar to all learners in that they take information through their senses; however they may have difficulties in processing that information hence the need to design activities which enable them to increase their memory capacity, by breaking tasks and instructions down into smaller steps, frequently repeating important information, re-presenting information and teaching the same skill or fact in many different contexts to develop their ability to make connections and generalise a skill whilst understanding of when to use that skill in new and novel situations and combine it with other skills to solve a problem.

## The Accreditation Pathway

Pupils experiencing our formal curriculum access a range of National Curriculum subjects, adapted in the light of their developmental level and special educational needs. Life skills and independence skills form a large part of this curriculum in preparation for life beyond school. Teachers ensure that learning is linked to practical activities and consolidated and applied in practical sessions. Our KS4 pupils undertake relevant learning from a wide range of accredited courses during Years 10 and 11 which are relevant to their needs and abilities.

## 7.Roles and Responsibilities

### The Governing Board

**The governing board is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:**

- ☞ Co-operate with the LA in reviewing the provision that is available locally and developing the local offer
- ☞ Do all it can to make sure that every pupil with SEND gets the support they need
- ☞ Make sure that pupils with SEND engage in the activities of the school
- ☞ Make sure that the school has arrangements in place to support any pupils with medical conditions
- ☞ Provide access to a broad and balanced curriculum
- ☞ Have a clear approach to identifying and responding to SEND
- ☞ Provide an annual report for parents on their child's progress
- ☞ Record accurately and keep up to date the provision made for pupils with SEND
- ☞ Publish information on the school website about how the school is implementing its SEND policy, in a SEN information report
- ☞ Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the school's accessibility plans
- ☞ Determine their approach to using their resources to support the progress of pupils with SEND
- ☞ Make sure that all pupils from year 8 until year 13 are provided with careers advice

**The governing body is responsible for ensuring the school's provision for pupils with special educational needs is adequate.**

### The SEND link governor

The SEND link governor is **Venilia Batista Amorim**-[veniliabatista@yahoo.com](mailto:veniliabatista@yahoo.com)

### The SEND governor will:

- ☞ Help to raise awareness of SEND issues at governing board meetings
- ☞ Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this
- ☞ Work with the headteacher and SENCO to determine the strategic development of the SEND policy and provision in the school

### The headteacher

#### The headteacher will:

- ☞ Work with the link governor to determine the strategic development of the SEND policy and provision within the school
- ☞ Work with the school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- ☞ Have overall responsibility for, and awareness of, the provision for pupils with SEND, and their progress
- ☞ Have responsibility for monitoring the school's SEND budget and any additional funding allocated by the LA to support individual pupils
- ☞ Have an overview of the needs of the current cohort of pupils
- ☞ With the deputy head, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development
- ☞ Regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- ☞ With the Deputy head and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison, with national data, and use these to reflect on and reinforce the quality of teaching

**The Headteacher has ultimate responsibility to ensure that there is sufficient support for all pupils across the school.**

### **The Deputy Headteacher**

**The deputy head teacher is:**

- ☞ Responsible for the well-being of pupils and the oversight of the curriculum pathways. In addition, by ensuring the pupils are adequately catered for to meet their needs through training, equipment, pupil/staff ratios as well as ensuring the physical environment is suitable to meet the needs of the pupil

### **The Assistant Headteachers**

**The Assistant Headteachers are:**

- ☞ Responsible for ensuring that the pupils are experiencing a broad and balanced curriculum with access to all areas where the pupils need allow. In addition, they are responsible for the quality of teaching that takes place around the school and as a result that the pupils are making proportionate progress according to the needs of the individual pupil.

### **The Class Teachers**

**Each class teacher will:**

- ☞ Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans in partnership with co-educators.
- ☞ Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching
- ☞ Liaise with potential next providers of education to make sure that the pupil and their parents are informed about options and that a smooth transition is planned
- ☞ Work with the headteacher and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- ☞ Planning and providing high-quality teaching that meets pupil needs through a graduated approach
- ☞ The progress and development of every pupil in their class
- ☞ Working closely with co-educators and specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching
- ☞ Reviewing each pupil's progress and development, and decide on any changes to provision
- ☞ Ensuring they follow this SEND policy and the SEN information report
- ☞ Communicating with parents regularly to:
  - ☞ Set clear outcomes and review progress towards them
  - ☞ Discuss the activities and support that will help achieve the set outcomes
  - ☞ Identify the responsibilities of the parent, the pupil and the school
  - ☞ Listen to the parents' concerns and agree their aspirations for the pupil

### **Parents or carers**

**Parents or carers should inform the school if they have any concerns about their child's progress or development.**

Parents or carers will always be given the opportunity to provide information and express their views about the pupil's SEND and the support provided. They will be invited to participate in discussions and decisions about this support. They will be:

- ☞ Invited to termly meetings to review the provision that is in place for their child
- ☞ Asked to provide information about the impact of SEN support outside school and any changes in the pupil's needs
- ☞ Given the opportunity to share their concerns and, with school staff, agree their aspirations for the pupil
- ☞ Given an annual report on the pupil's progress

**The school will take into account the views of the parent or carer in any decisions made about the pupil.**

### **The pupil**

Pupils will always be given the opportunity to provide information and express their views about the support provided. The pupil's views will be taken into account in making decisions that affect them, whenever possible.



## **8.SEN Information Report**

The school publishes a SEN information report on its website, which sets out how this policy is implemented in the school.

The information report will be updated annually and as soon as possible after any changes to the information it contains.

## **9.Our Approach to SEND Support**

### **Identifying pupils with SEND and assessing their needs**

All staff are provided with information about the individual needs of pupils so learning can be adapted as necessary. Lesson plans are adapted for individual pupils according to their needs, and high-quality teaching strategies are put in place in order to support those requiring additional support.

We also take account of the different needs of each individual regardless of gender; minority ethnic and faith groups; children who need support to learn English as an additional language; children with special educational needs; children who are at risk of disaffection or exclusion; travellers and asylum seekers; vulnerable children.

School staff are familiar with the relevant equal opportunities' legislation covering race, gender and disability.

Co-educators provide additional adult support within the classroom environment and in social areas around the school to encourage the pupils to make good choices and make progress both academically and socially.

All classes at Riverside Bridge School are taught in small groups, with occasional 1:1 sessions when appropriate. No pupils at Riverside Bridge School receive 1:1 support on a permanent basis. Children are taught in mixed ability classes within their designated curriculum pathway.

EHC Annual Reviews and parents' evenings take into account pupils moving to different key stages and preparing for adulthood.

Resources are secured by the school for all pupils as appropriate.

Pupils attending Riverside Bridge School mostly travel across the 4 floors by the stairs. However, where children have mobility difficulties which prevent them from using the stairs there is an elevator available for use.

Our staff receive regular in-house training with regard to all aspects of SEND and, where necessary, specialised training to meet the needs of pupils with specific learning difficulties.

## **10.Consulting and Involving Pupils and Parents**

At Riverside Bridge School we feel the communication with parents and school is paramount. Therefore, all pupils are provided with a Home/School diary for staff and parents to communicate, especially where there is not direct face to face contact on a daily basis.

Riverside Bridge School encourages parents to contact the school regarding any concerns or queries they may have at any time.

There are two parents evening held throughout the year, the first will be held in the Autumn Term and the second in March. Additionally in the Summer term, after annual reports have been given to parents, they are able to book appointments to discuss their child's progress or any concerns they may have.

Annual reviews for EHC Plans, transfer meetings from one key stage to another are held throughout the year.

Riverside Bridge School will hold a variety of sessions throughout the year for parents to attend, such as coffee morning or workshops. This is a good opportunity for parents to build support networks as well as discuss any concerns or worries they may have with either other parents/carers or staff.

Home visits are made for all pupils before they start at Riverside Bridge School.



## 11.Evaluating the Effectiveness of Provision

**We evaluate the effectiveness of provision for pupils with SEND by:**

- ☞ reviewing pupils' individual progress towards their goals each term;
- ☞ reviewing the impact of interventions;
- ☞ monitoring by all staff;
- ☞ holding annual reviews for pupils with EHC plans.

## 12.Expertise and training of staff

Training is regularly provided to teaching and support staff. The headteacher and the deputy headteacher will continuously monitor to identify any staff who have specific training needs and will incorporate this into the school's plan for continuous professional development.

## 13.Links with external professional agencies

The school recognises that it won't be able to meet all the needs of every pupil. Whenever necessary the school will work with external support services such as:

- ☞ Speech and language therapists
- ☞ Specialist teachers or support services
- ☞ Educational psychologists
- ☞ Occupational therapists, speech and language therapists or physiotherapists
- ☞ General practitioners or pediatricians
- ☞ School nurses
- ☞ Child and adolescent mental health services (CAMHS)
- ☞ Education welfare officers
- ☞ Social services

**Professional meetings are arranged between health & social care, the local authority and other organisations when necessary to support pupils and their families.**

## 14.Admission and Accessibility Arrangements

Riverside Bridge School is dedicated to providing education for students aged 4-19 with severe, profound, and complex learning disabilities. The school operates under the Partnership Learning Trust and follows admission policies controlled by local authority SEN admissions teams. These policies are aligned with the DFE Special Educational Needs Code of Practice 2015 and the Equality Act 2010, ensuring no discrimination against disabled children in the admissions process. Prospective students must have significant learning disabilities, which may be accompanied by other needs such as sensory impairments, physical disabilities, autism, or communication difficulties. Admission is depending on the school being named in the pupil's Education, Health and Care (EHC) plan, with the local authority providing all necessary reports and assessments for the school to evaluate suitability.

The school may decline an admission request if it determines that it cannot meet the child's needs, if the placement would be an inefficient use of resources, or if it would negatively impact the education of other students. In cases where a child's needs are not fully understood, especially if they are very young or new to the country, the school may offer an assessment placement to better determine the child's requirements.

Admission procedures at Riverside Bridge School begin with encouraging parents and carers to visit the school and request a School Prospectus. All admissions are processed through the London Borough of Barking and Dagenham (LBBB) EHC team. For applicants from outside the borough, the referring authority must handle financial responsibilities, including placement funding and an administrative fee. The school reviews supporting paperwork, visits the current school for observation, and makes a decision on whether it can meet the child's needs. This decision is communicated to the LBBB EHC team within 10 days.

If the decision is positive, the school arranges a home visit and provides a starter pack with information on the school, transportation, free school meals, uniform details, and necessary forms. Once all paperwork is completed and returned, the school provides a start date for the pupil. If the decision is negative, the EHC team informs the parents and carers. It is essential that all documentation is received before a child can be admitted to the school.

Riverside Bridge School ensures that prospective pupils with an EHC plan naming the school are admitted before any other places are allocated. The school's oversubscription criteria is designed to prevent any unfair disadvantage to prospective pupils with disabilities or special educational needs, maintaining an inclusive and equitable admissions process.

### **In Summary:**

- ☞ Parents/carers are encouraged to visit the school and request a School Prospectus.
- ☞ Admissions must be processed via the London Borough of Barking and Dagenham (LBBB) EHC team.
- ☞ For out-of-borough applicants, the referring authority must handle financial responsibilities.
- ☞ Riverside Bridge School assesses paperwork, visits the current school for observation, and decides if they can meet the child's needs.
- ☞ The decision is communicated to the LBBB EHC team within 10 days.
- ☞ If positive, the school arranges a home visit and provides a starter pack to the parents/carers.
- ☞ Once all paperwork is completed, the school provides a start date.
- ☞ If negative, the EHC team informs the parents/carers.
- ☞ Children will not be admitted without the necessary documentation.

## **15. Accessibility Arrangements**

**The steps the school has taken and will take to prevent disabled pupils from being treated less favorably than other pupils:**

- ☞ The school will seek and follow the advice of external specialist support services, such as specialist teacher advisers and SEN inspectors/advisers, and of appropriate health professionals from the local NHS Trusts in order to ensure that disabled students have equal access to the curriculum and equal opportunity to meet challenging targets.
- ☞ Riverside Bridge School is fortunate in that it occupies newly built accommodation which is compliant. However, the school will take account of the needs of pupils and visitors with physical difficulties and sensory impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, acoustic treatment and colour schemes, and more accessible facilities and fittings.
- ☞ The school will make itself aware of, and where practicable make use of, local services for providing information in alternative formats when required or requested.
- ☞ The Headteacher, together with the appropriate Governors' committee, will review the financial implications of the School Accessibility Plan as part of the normal budget review process.
- ☞ The school will assess its success in reducing barriers to curriculum access and participation for disabled pupils by evaluating key indicators and actions.

## **16. Complaints About SEND Provision**

Complaints about SEND provision in our school should be made to the Assistant Headteacher in the first instance for an informal resolution. They will then be referred to the school's complaints policy which will direct the complainant to the Deputy Headteacher. Where the complaint has still not been resolved the complainant must write formally to the Headteacher using the documents within the complaints policy (available on the school website or as a hard copy on request from the school reception).

The parents/carers of pupils with disabilities have the right to make disability discrimination claims to the first tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- ☞ exclusions;
- ☞ provision of education and associated services;
- ☞ making reasonable adjustments, including the provision of auxiliary aids and services.

Concerns from pupils or parents can be made to the class teacher or to any member of the Senior Leadership team listed above. To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEN Code of Practice](#).

## 17. Monitoring and Evaluation Arrangements

### Evaluating the effectiveness of this policy

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in section 1.

We will evaluate how effective our SEND provision is with regards to:

- ☞ Whether pupils with SEND feel safe, valued and included in the school community
- ☞ Comments and feedback from pupils and their parent

This policy will be reviewed by Leila Amri (headteacher) **every year**. It will also be updated when any new legislation, requirements or changes in procedure occur during the year. It will be approved by the full governing board.

## 18. Links with other policies and documents

This policy links to the following documents:

- ☞ SEN information report
- ☞ Accessibility plan
- ☞ Behaviour policy
- ☞ Equality information and objectives
- ☞ Supporting pupils with medical conditions policy
- ☞ Attendance policy
- ☞ Safeguarding / child protection policy
- ☞ Complaints policy