

WEST CUMBRIA LEARNING CENTRE			
SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) POLICY			ISSUE 18 DATE December 2024
RECORD OF ISSUE			
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3	January 2010	January 2011	Issue 3 Review due to personnel changes
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Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Definitions](#)
3. [Areas of special educational need](#)
4. [Admissions](#)
5. [Roles and responsibilities](#)
6. [Involving pupils and parents in decision making](#)
7. [Joint commissioning, planning and delivery](#)
8. [Funding](#)
9. [The local offer](#)
10. [Identification](#)
11. [Graduated approach](#)
12. [Interventions](#)
13. [Additional SEN Support](#)
14. [Assessment](#)
15. [Education, Health and Care \(EHC\) plans](#)
16. [Reviewing EHC plans](#)
17. [SEN and disability tribunals](#)
18. [Preparing for adulthood](#)
19. [Data and record keeping](#)
20. [Confidentiality](#)

Statement of intent

This policy outlines the framework for the West Cumbria Learning Centre to meet its duties and obligations to provide a high quality education to all of its pupils, including pupils with special educational needs and / or disabilities. The policy should be read in conjunction with the Centre's SEND Information Report, and the Centre's Supporting Pupils with Medical Conditions policy, both of which are available on the Centre web-site (www.westcumbrialearningcentre.co.uk).

The West Cumbria Learning Centre therefore intends to work with Cumbria County Council and within the following principles, which underpin this policy:

- The involvement of children, parents and young people in decision making
- The identification of children and young people's needs
- Collaboration between education, health and social care services to provide support
- High quality provision to meet the needs of children and young people with SEND
- Greater choice and control for young people and parents over their support
- Successful preparation for adulthood, including independent living and employment

1. Legal framework

This policy will have due regard to legislation, including, but not limited to:

- Children and Families Act 2014 (and related regulations)
- Health and Social Care Act 2012
- Equality Act 2010
- Mental Capacity Act 2005
- Children's Act 1989

It will also take into account statutory and non-statutory related guidance, including, but not limited to:

- SEN Code of Practice 0-25
- Supporting Children with Medical Conditions
- Keeping Children Safe in Education
- Working Together to Safeguard Children

2. Definitions

The law states that a child has a special educational need if he / she has a:

- Significantly greater difficulty in learning than the majority of others of the same age
- Disability or health condition which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions

3. Areas of special educational need and disability

The West Cumbria Learning Centre will make provision for pupils with the following 4 kinds of need:

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

4. Admissions

4.1. The West Cumbria Learning Centre will ensure it meets the Local Authority's (LA's) admissions criteria by:

- 4.1.1. Adopting fair practices and arrangements for the admission of children without an EHC plan
- 4.1.2. Admitting children with already identified SEND, as well as identifying and providing for students not previously identified as having SEND.
- 4.1.3. Not refusing admission for a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs

- 4.1.4. Not refusing admission for a child on the grounds that they do not have an EHC plan

5. Roles and responsibilities

5.1. The Management Committee has a responsibility to:

- 5.1.1. Fully engage parents and / or young people with SEND when drawing up policies that affect them
- 5.1.2. Identify, assess and make SEND provision for all children and young people with SEND, whether or not they have an EHC plan
- 5.1.3. Use their best endeavours to secure the special educational provision called for by a child or young person's SEND
- 5.1.4. Designate an appropriate member of staff (the SEND co-ordinator or SENDCO) as having responsibility for co-ordinating provision for pupils with SEND
- 5.1.5. Appoint a designated teacher for 'looked after' children where appropriate
- 5.1.6. Make reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability
- 5.1.7. Take necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised
- 5.1.8. Publish annual information on the school's SEND Policy, setting out the measures and facilities to assist access for pupils with disabilities
- 5.1.9. Publish annual information about the arrangements for the admission of pupils with disabilities, the steps taken to prevent children with disabilities being treated less favourably than others, the facilities provided to assist pupils with disabilities, and the school's accessibility plan
- 5.1.10. Publish accessibility plans setting how they plan to increase access for pupils with disabilities to the curriculum, the physical environment and to information, reviewable every 3 years
- 5.1.11. Develop complaints procedures which, along with details about appealing to the SEND Tribunal, will be made known to parents and pupils through a single point of access
- 5.1.12. Provide suitable, full-time education from the 6th day of a fixed-term / permanent exclusion of a pupil with SEND, in line with their EHC plan

5.2. The Headteacher has a responsibility to:

- 5.2.1. Ensure that those teaching or working with the pupil are aware of their needs, and have arrangements in place to meet them
- 5.2.2. Ensure that teachers monitor and review the pupil's progress during the course of the academic year
- 5.2.3. Co-operate with local authorities during annual EHC plan reviews
- 5.2.4. Ensure that the SENDCO has sufficient time and resources to carry out their functions

- 5.2.5. Provide the SENDCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities in a similar way to other important strategic roles within the school
- 5.2.6. Regularly and carefully review the quality of teaching for pupils at risk of underachievement, as a core part of the school's performance management arrangements
- 5.2.7. Ensuring that teachers understand the strategies to identify and support vulnerable pupils and possess knowledge of the SEND most frequently encountered

5.3. The SEND Coordinator (SENDCO) must:

- 5.3.1. Be a qualified teacher
- 5.3.2. Attain the National Award in Special Educational Needs Co-ordination within three years of appointment
- 5.3.3. Collaborate with the Management Committee and headteacher, to determine the strategic development of SEND policy and provision in the school
- 5.3.4. Work with the Management Committee and the headteacher to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- 5.3.5. Undertake day-to-day responsibility for the operation of SEND policy
- 5.3.6. Co-ordinate the specific provision made to support individual children with SEND, including those who have EHC plans
- 5.3.7. Liaise with the relevant designated teacher where a looked after pupil has SEND
- 5.3.8. Advise on a graduated approach to providing SEND support
- 5.3.9. Request resources to meet pupils' needs effectively
- 5.3.10. Liaise with the parents of pupils with SEND
- 5.3.11. Liaise with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- 5.3.12. Be a key point of contact with external agencies, especially the LA and LA support services
- 5.3.13. Liaise with the potential future providers of education to ensure that the pupil and their parents are informed about options and a smooth transition is planned
- 5.3.14. Draw up a 1-page profile of the child or young person with SEND
- 5.3.15. Provide professional guidance to colleagues and work closely with staff members, parents, carers, and other agencies, including SEND charities
- 5.3.16. Be familiar with the provision in the Local Offer and be able to work with professionals providing a support role to the family
- 5.3.17. Ensure, as far as possible, that pupils with SEND take part in all activities of the school
- 5.3.18. Ensure that the school keeps the records of all pupils with SEND up-to-date
- 5.3.19. Inform the child's parents of the SEND provision being made, where the child does not have an EHC plan

5.4. Teachers must:

- 5.4.1. Plan and review support for pupils with SEND, on a graduated basis, in collaboration with parents, the SENDCO and, where appropriate, the pupil themselves
- 5.4.2. Set high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment
- 5.4.3. Use appropriate assessment to set targets which are deliberately ambitious
- 5.4.4. Plan lessons to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving

6. Involving pupils and parents in decision making

- 6.1. Effective planning should help parents, children and young people with SEND express their needs, wishes and goals, and should:
 - 6.1.1. Focus on the child or young person as an individual, not their SEND label
 - 6.1.2. Be easy for children, young people and their parents to understand and use clear, ordinary language and images, rather than professional jargon
 - 6.1.3. Highlight the child or young person's strengths and capacities
 - 6.1.4. Enable the child or young person, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in future
 - 6.1.5. Tailor support to the needs of the individual
 - 6.1.6. Organise assessments to minimise demands on families
 - 6.1.7. Bring together relevant professionals to discuss and agree together the overall approach

7. Joint commissioning, planning, and delivery

- 7.1. The West Cumbria Learning Centre will collaborate with the local authority in the exercise of its duty to work together with health and social care providers by:
 - 7.1.1. Identifying improved system outcomes in consultation with pupils and their parents, taking into account:
 - Prevention
 - Early identification / recognition
 - How pupils and their families will be able to access services
 - How transitions between life stages and settings will be managed, including primary to secondary, secondary to further education (FE), PRU to mainstream, PRU to Alternative Provision PRU to SEMH Department

- How provision and support services will enable pupils to prepare for their future adult life

7.1.2. Drawing on the wide range of local data-sets about the likely educational needs of children and young people with SEND to forecast future need, including:

- Population and demographic data
- Prevalence data for different kinds of SEND and disabilities among children and young people at national level
- Numbers of local children with EHC plans and their main needs
- The numbers and types of settings locally that work with or educate children with SEN and disability
- An analysis of local challenges / sources of health inequalities

7.1.3. Planning, delivering and monitoring services against how well outcomes have been met, including, but not limited to:

- Improved educational progress and outcomes for children and young people with SEND
- Increasing the proportion of children with SEND whose needs are identified before entry to school

8. Funding

- 8.1. The West Cumbria Learning Centre is place-funded from the High Needs funding block and will allocate the appropriate amount of core per-pupil funding and notional SEND budget outlined in the local offer for the SEND provision of its pupils
- 8.2. Personal budgets are allocated from the local authority's high needs funding block and the West Cumbria Learning Centre will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.

9. Local offer

- 9.1. The West Cumbria Learning Centre will co-operate generally with the local authority and local partners in the development and review of the local offer

10. Identification

10.1. To identify pupils with SEND, the West Cumbria Learning Centre will:

- 10.1.1. Assess each pupil's current skills and levels of attainment on entry
- 10.1.2. Make regular assessments of all pupils to ensure that the intervention:

- Ensures that the child's progress is similar to that of their peers starting from the same baseline

- Matches or betters the child's previous rate of progress
 - Closes the attainment gap between the child and their peers
 - Prevents the attainment gap growing wider
- 10.2. The school will provide extra support to pupils falling behind or making inadequate progress given their age and starting point
- 10.3. Assess whether a pupil has a significant learning difficulty where pupils continue to make inadequate progress, despite high-quality teaching targeted at their areas of weakness

11. Graduated approach

- 11.1. The West Cumbria Learning Centre will employ a graduated approach to meeting pupil's needs, including:
- 11.1.1. Establishing a clear **assessment** of the pupil's needs
 - 11.1.2. **Planning** with the pupil's parents, the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review
 - 11.1.3. **Implementing** the interventions, with support of the SENDCO
 - 11.1.4. **Reviewing** the effectiveness of the interventions and making any necessary revisions

12. Interventions

- 12.1. Interventions will be implemented where a pupil:
- 12.1.1. Makes little or no progress when teaching approaches are targeted specifically at a child's identified areas of weakness
 - 12.1.2. Shows signs of difficulty in developing literacy or mathematical skills which result in poor attainment in some curriculum areas
 - 12.1.3. Presents persistent emotional or behavioural difficulties which are not ameliorated by the positive behaviour management techniques employed by the school
 - 12.1.4. Has sensory or physical problems, and continues to make little or no progress despite the provision of specialist equipment
 - 12.1.5. Has communication and / or interaction difficulties, and continues to make little or no progress, despite the provision of a differentiated curriculum

13. Additional SEND Support

- 13.1. The Centre, in consultation with parents, will seek advice from external support services, if a pupil:
- 13.1.1. Continues to make little or no progress in specific areas over a long period

- 13.1.2. Continues working substantially below National standards
- 13.1.3. Continues to have difficulty in developing literacy and mathematical skills
- 13.1.4. Has emotional or behavioural difficulties, which substantially and regularly interfere with the child's own learning or that of the class group
- 13.1.5. Has sensory or physical needs, and requires specialist equipment or regular advice or visits by a specialist service
- 13.1.6. Has an ongoing communication or interaction difficulty that impedes the development of social relationships and cause substantial barriers to learning

14. Assessment

- 14.1. The West Cumbria Learning Centre will, in consultation with the pupil's parents, request a statutory assessment of SEND where the pupil's needs cannot be met through the resources normally available within the Centre
- 14.2. The school will meet its duty to respond to any request for information relating to a statutory assessment, to the local authority, within 6 weeks of receipt
- 14.3. If the decision is taken not to issue an EHC plan, the Centre will consider and implement the recommendations of feedback from the local authority, regarding how the pupil's outcomes can be met through the Centre's existing provision

15. Education, Health and Care (EHC) plans

- 15.1. West Cumbria Learning Centre will meet its duty to respond to the local authority within 15 days, if it is named on a pupil's EHC plan
- 15.2. The school will ensure that all those teaching or working with a child named in an EHC plan, are aware of the pupil's needs and that arrangements are in place in to meet them
- 15.3. The school will request a re-assessment of an EHC plan at least 6 months following an initial assessment, if a pupil's need significantly change

16. Reviewing an EHC plan

16.1. West Cumbria Learning Centre will:

- 16.1.1. Co-operate to ensure an annual review meeting takes place, including convening the meeting on behalf of the local authority if requested
- 16.1.2. Ensure that sufficient arrangements are put in place at the school to host the annual review meeting
- 16.1.3. Provide information about the pupil prior to the annual review meeting
- 16.1.4. Co-operate with the Local Authority during annual reviews
- 16.1.5. Co-operate with the Local Authority to ensure that a review of a pupil's EHC plan is undertaken at least 7 months before transfer to another phase of education

17. SEN and Disability Tribunal

- 17.1. The West Cumbria Learning Centre will meet any request to attend a SEND Tribunal and explain any departure from its duties and obligations under the SEND Code of Practice

18. Preparing for adulthood

- 18.1. The West Cumbria Learning Centre will ensure that it meets its duty to secure independent, impartial careers guidance for pupils aged 8-13, including:
- 18.1.1. Preparation for adulthood in the planning meetings with pupils and parents from year 9
 - 18.1.2. Helping pupils and their families prepare for the change in legal status once a young person is over compulsory school age
 - 18.1.3. Ensuring that careers advice and information provides high aspirations and a wide range of options for pupils with SEND
 - 18.1.4. Helping pupils and parents understand and explore how the support they will receive in school will change as they move into different settings, and what support they are likely to need to achieve their ambitions
 - 18.1.5. Securing access to independent face-to-face support for pupils with SEN or disabilities to make successful transitions

19. Data and record keeping

- 19.1. The West Cumbria Learning Centre will:
- 19.1.1. Include details of SEND, outcomes, teaching strategies and the involvement of specialists, as part of its standard system to monitor the progress, behaviour and development of all pupils
 - 19.1.2. Maintain an accurate and up-to-date register of the provision made for pupils with SEND
 - 19.1.3. Record details of additional or different SEND provision

20. Confidentiality

- 20.1. The West Cumbria Learning Centre will not disclose any EHC plan without the consent of the pupil's parents with the exception of disclosure:
- 20.1.1. To the SEN and Disability Tribunal when parents appeal and to the Secretary of State if a complaint is made under the Education Act 1996
 - 20.1.2. On the order of any court for the purpose of any criminal proceedings
 - 20.1.3. For the purposes of investigations of maladministration under the Local Government Act 1974
 - 20.1.4. To enable any authority to perform duties arising from the Disabled

Persons (Services, Consultation and Representation) Act 1986 or from the Children Act relating to safeguarding and promoting the welfare of children

- 20.1.5. To Ofsted inspection teams as part of their inspections of schools and local authorities
- 20.1.6. To any person in connection with the pupil's application for disabled students allowance in advance of taking up a place in higher education
- 20.1.7. To the principal (or equivalent position) of the institution at which the pupil is intending to start higher education