

Special educational needs and disabilities (SEND) policy



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1. Aims and objectives

As a Seventh-day Adventist Christian school, *Eden Park Academy* aims to ensure that every pupil, regardless of their individual challenges, is nurtured in an environment that reflects the love, compassion, and acceptance that Jesus Christ showed to all people. Our SEND policy is rooted in our commitment to support all pupils in their journey to achieve their God-given potential. We aim to:

- Make sure our school fully implements national legislation and guidance regarding pupils with SEND, while staying true to our Christian mission of love, inclusion, and service.
- Support and make provision for pupils with SEND so they can access all aspects of school life, developing not only academically but also spiritually, emotionally, and socially in line with biblical principles.
- Provide pupils with SEND opportunities to engage in the activities of the school alongside pupils who do not have SEND, reflecting the Adventist value of respect for all people as children of God.
- Help pupils with SEND to fulfil their God-given aspirations and achieve their best, believing that every child is fearfully and wonderfully made (Psalm 139:14).
- Help pupils with SEND become confident individuals who live fulfilling lives, reflecting our belief that every person has a unique purpose in God's plan.
- Communicate with, and involve, pupils with SEND and their parents or carers in discussions and decisions about support and provision, honouring the biblical principle of mutual love and respect in all relationships.

2. Vision, Values, and Broader Aims for Pupils with SEND

At *Eden Park Academy*, our commitment to supporting pupils with special educational needs and disabilities (SEND) is rooted in our Christian faith and Seventh-day Adventist values. We believe that every child is created in the image of God, uniquely gifted and called to fulfil their God-given purpose. Our approach to SEND provision is built on the principles of love, compassion, and inclusion, as demonstrated by Christ.

Vision

Our vision is for all pupils at *Eden Park Academy*, including those with SEND, to have access to a holistic education that nurtures them spiritually, academically, socially, and emotionally. We strive to empower every student to develop their full potential and become confident, compassionate, and resilient individuals, prepared for a life of service and leadership in their community and beyond.

Values

Our SEND provision is guided by the following core values:

- **Respect for the Individual:** We recognise that each pupil is a unique creation of God and deserves respect, dignity, and personalised support.
- **Compassion:** Reflecting the love of Christ, we seek to create a nurturing environment where all pupils feel valued and supported.
- **Inclusivity:** We are committed to welcoming and supporting pupils of all abilities, ensuring they have access to opportunities that enable them to thrive.
- **Excellence:** We strive for the highest standards of academic and personal growth for all pupils, helping them to achieve their best in every aspect of school life.
- **Service:** We encourage all pupils to develop a sense of responsibility to serve God, their community, and the wider world.

Broader Aims

At *Eden Park Academy*, we will:

- **Provide Access to a Broad and Balanced Curriculum:** Every pupil, including those with SEND, will have access to a broad and balanced curriculum. We ensure that learning is adapted to meet the

needs of each individual, with appropriate modifications and support provided to ensure equal access for all.

- **Ensure Inclusive Education:** We are committed to creating an inclusive environment where every pupil, regardless of ability, is fully integrated into the life of the school. Our aim is for all pupils with SEND to feel part of the school community and to actively participate in school activities alongside their peers.
- **Tailored Support:** Our approach to SEND is based on understanding the unique needs and abilities of each pupil. We provide tailored interventions, adjustments, and specialised support where necessary, working closely with parents, carers, and external professionals to ensure that the support is effective.
- **Achieve the Best Outcomes for Pupils with SEND:** Our goal is to support each pupil with SEND in reaching their full potential. We focus on their academic achievement, personal growth, and spiritual development, equipping them with the skills they need to lead a fulfilling life. We work to identify strengths, address barriers to learning, and provide interventions that are evidence-based and in line with best practices.
- **Work in Partnership with Families:** We believe in the importance of strong partnerships with parents and carers. We regularly involve families in discussions about their child's progress and work together to set meaningful goals. Open communication ensures that parents are fully informed and engaged in their child's education.
- **Promote Holistic Well-Being:** In addition to academic support, we are dedicated to the emotional, social, and spiritual well-being of pupils with SEND. Through our pastoral care programme and chaplaincy services, we provide opportunities for pupils to explore their faith, build resilience, and develop positive relationships.
- **Continuous Improvement:** We are committed to the continuous improvement of our SEND provision. Through regular training, reflection, and the use of data, we ensure that our practices evolve to meet the changing needs of our pupils. Our staff undergo regular professional development to remain up-to-date with the latest SEND strategies and approaches.

In practice, our efforts to achieve the best outcomes for pupils with SEND include:

- Early identification of SEND and personalised support plans
- Use of differentiated teaching and learning strategies
- Small-group and one-on-one interventions
- Regular reviews of pupil progress, involving parents, carers, and external professionals
- Access to pastoral care and counselling services to support emotional and social development
- Collaboration with specialist agencies and professionals to provide targeted support

We are committed to ensuring that all pupils at *Eden Park Academy*, regardless of their abilities or challenges, have the opportunity to thrive and achieve their best, in line with our Christian values of love, service, and respect.

3. Legislation and guidance

This 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 co-ordinators (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 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.

5.3 The 4 areas of need

The needs of pupils with SEND are grouped into 4 broad areas. Pupils can have needs that cut across more than 1 area, and their needs may change over time.

Interventions will be selected that are appropriate for the pupil's particular area(s) of need, at the relevant time.

AREA OF NEED	
Communication and interaction	Pupils with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or do not understand or use the social rules of communication. Pupils who are on the autism spectrum often have needs that fall in this category.
Cognition and learning	Pupils with learning difficulties usually learn at a slower pace than their peers. A wide range of needs are grouped in this area, including: • Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia • Moderate learning difficulties • Severe learning difficulties • Profound and multiple learning difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment
Social, emotional and mental health	These needs may reflect a wide range of underlying difficulties or disorders. Pupils may have: • Mental health difficulties such as anxiety, depression or an eating disorder • Attention deficit disorder, attention deficit hyperactive disorder or attachment disorder • Suffered adverse childhood experiences These needs can manifest in many ways, for example as challenging, disruptive or disturbing behaviour, or by the pupil becoming withdrawn or isolated.
Sensory and/or physical	Pupils with these needs have a disability that hinders them from accessing the educational facilities generally provided. Pupils may have: • A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment • A physical impairment These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.

6. Roles and responsibilities

6.1 The SENCO

The SENCO at our school is Sharon Davis

The SENCO will:

- Inform any parents that their child may have SEN and then liaise with them about the pupil's needs and any provision made
- Work with the headteacher and SEN governor to determine the strategic development of the SEND policy and provision in the school
- 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
- 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
- Advise on the graduated approach to providing SEN support and differentiated teaching methods appropriate for individual pupils
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided
- 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
- When a pupil moves to a different school or institution: Make sure that all relevant information about a pupil's SEN and the provision for them are sent to the appropriate authority, school or institution in a timely manner
- 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
- Make sure the school keeps its records of all pupils with SEND up to date and accurate
- With the headteacher, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development
- With the headteacher, 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
- Prepare and review information for inclusion in the school's SEN information report and any updates to this policy
- With the headteacher 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

6.2 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 alongside pupils who don't have SEND
- Inform parents when the school is making special educational provision for their child
- 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
- Make sure that there is a qualified teacher designated as SENCO for the school and that the key responsibilities of the role are set out, and monitor the effectiveness of how these are carried out
- 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 independent careers advice

6.3 The SEND link governor

The SEND link governor is Lynthia Grant

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

6.4 The headteacher

The headteacher will:

- Work with the SENCO and SEND link governor to determine the strategic development of the SEND policy and provision within the school
- Work with the SENCO and 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 notional SEND budget and any additional funding allocated by the LA to support individual pupils
- Make sure that the SENCO has enough time to carry out their duties
- Have an overview of the needs of the current cohort of pupils on the SEND register
- Advise the LA when a pupil needs an EHC needs assessment, or when an EHC plan needs an early review
- With the SENCO, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development
- With the SENCO, 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 SENCO 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

6.5 Class teachers

Each class teacher is responsible for:

- Planning and providing high-quality teaching that is differentiated to meet pupil needs through a graduated approach
- The progress and development of every pupil in their class

- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching
- Working with the SENCO to review 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

6.6 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 of a pupil on the SEND register 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.

6.7 The pupil

Pupils will always be given the opportunity to provide information and express their views about their SEND and the support provided. They will be invited to participate in discussions and decisions about this support. This might involve the pupil:

- Explaining what their strengths and difficulties are
- Contributing to setting targets or outcomes
- Attending review meetings
- Giving feedback on the effectiveness of interventions

The pupil's views will be taken into account in making decisions that affect them, whenever possible.

7. 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.

8. Our approach to SEND support

8.1 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment when they start at the school. This will build on information from previous settings and Key Stages, where appropriate. We will also consider any evidence that the pupil may have a disability and if so, what reasonable adjustments the school may need to make.

Class teachers will regularly assess the progress of all pupils and identify any whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better their previous rate of progress
- Fails to close the attainment gap between them and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, wider development or social needs.

When teachers identify an area where a pupil is making slow progress, they will target the pupil's area of weakness with differentiated, high-quality teaching. If progress does not improve, the teacher will raise the issue with the SENCO to have an initial discussion about whether this lack of progress may be due to a special educational need. Where necessary they will, in consultation with the pupil's parents or carers, consider consulting an external specialist.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

Potential short-term causes of impact on behaviour or performance will be considered, such as bullying or bereavement. Staff will also take particular care in identifying and assessing SEN for pupils whose first language is not English.

When deciding whether the pupil needs special educational provision, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

If a pupil is joining the school, and:

- Their previous setting has already identified that they have SEN
- They are known to external agencies
- They have an education, health and care plan (EHCP)

then the school will work in a multi-agency way to make sure we get relevant information before the pupil starts at school, so support can be put in place as early as possible.

8.2 Consulting and involving pupils and parents

The school will put the pupil and their parents at the heart of all decisions made about special educational provision.

When we are aiming to identify whether a pupil needs special education provision, we will have an early discussion with the pupil and their parents. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account any concerns the parents have
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents.

We will formally notify parents if it is decided that a pupil will receive special educational provision.

8.3 The graduated approach to SEN support

Once a pupil has been identified as having SEN, we will take action to remove any barriers to learning, and put effective special educational provision in place. This support will be delivered through successive rounds of a 4-part cycle known as the graduated approach.

1. Assess

The pupil's class teacher and the SENCO will carry out a clear analysis of the pupil's needs. The views of the pupil and their parents will be taken into account. The school may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's need. For many pupils, the most reliable way to identify needs is to observe the way they respond to an intervention.

2. Plan

In consultation with the parents and the pupil, the teacher and the SENCO will decide which adjustments, interventions and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed. This information will be recorded on our management information system, Scholarpack and will be made accessible to staff in a individual education plan.

Parents will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.

3. Do

The pupil's class or subject teacher retains overall responsibility for their progress.

Where the plan involves group or 1-to-1 teaching away from the main class or subject teacher, they still retain responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENCO will support the teacher in further assessing the pupil's particular strengths and weaknesses, in problem solving and advising on how to implement support effectively.

4. Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents and pupils
- The level of progress the pupil has made towards their outcomes
- The views of teaching staff who work with the pupil

The teacher and the SENCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents.

8.4 Levels of support

School-based SEN provision

Pupils receiving SEN provision will be placed on the school's SEND register. These pupils have needs that can be met by the school through the graduated approach. Where the pupil's needs cannot be adequately met with in-house expertise, staff will consider involving an external specialist as soon as possible.

The provision for these pupils is funded through the school's notional SEND budget.

On the census these pupils will be marked with the code K.

Education, health and care (EHC) plan

Pupils who need more support than is available through the school's school-based SEN provision may be entitled to an EHC plan. The plan is a legal document that describes the needs of the pupil, the provision that will be put in place, and the outcomes sought.

The provision for these pupils will be funded from the school's notional SEND budget, and potentially from the LA (from the high-level needs funding block of the dedicated schools grant).

On the census these pupils will be marked with the code E.

8.5 Evaluating the effectiveness of SEN provision

We evaluate the effectiveness of provision for pupils with SEN by:

- Tracking pupils' progress, including by using provision maps
- Carrying out the review stage of the graduated approach in every cycle of SEN support
- Using pupil questionnaires
- Monitoring by the SENCO
- Holding annual reviews for pupils with EHC plans
- Getting feedback from the pupil and their parents

9. Expertise and training of staff

Training will regularly be provided to teaching and support staff. The headteacher and the SENCO 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.

10. 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 paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Social services

11. Admission and accessibility arrangements

11.1 Admission Arrangements

At *Eden Park Academy*, we are committed to providing an inclusive education that meets the needs of all students, including those with special educational needs (SEN) and disabilities. As a Christian school rooted in Seventh-day Adventist principles, we recognise the value and potential of every child, regardless of their challenges or circumstances.

- **Admission of Prospective Pupils with SEN or a Disability:** We welcome applications from all students, including those with SEN and disabilities, and we aim to provide equal opportunities for admission. We consider each application individually and work with families to ensure that the necessary support and adjustments are in place for the student to succeed in our environment.
- **Admission of Pupils with an Education, Health, and Care (EHC) Plan:** We fully comply with the legal requirements for admitting students with an EHC plan. Any child whose EHC plan names *Eden Park Academy* will be admitted before other places are allocated. We work closely with the local

authority and the child's family to ensure that appropriate provision is in place from the start of their time with us.

- **Oversubscription Criteria and Avoiding Disadvantage:** Our oversubscription criteria are designed to be fair and inclusive. We ensure that no student with SEN or a disability is unfairly disadvantaged during the admissions process. All admissions decisions are made in accordance with the Equality Act 2010, and reasonable adjustments are provided to meet individual needs.

11.2 Accessibility arrangements

We are dedicated to ensuring that our school is accessible to all pupils, including those with disabilities.

- **Preventing Less Favourable Treatment:** We are committed to ensuring that no disabled pupil is treated less favourably than their peers. Our policies and procedures are designed to be inclusive, and we work actively to remove barriers to learning and participation for pupils with disabilities.
- **Facilities to Support Disabled Pupils:** We provide a range of facilities and resources to support disabled pupils, including the provision of auxiliary aids and services where necessary. Our buildings and grounds are accessible, and we continually review our facilities to ensure they meet the needs of all pupils.
- **Accessibility Plan:** Our school has a comprehensive accessibility plan, which outlines how we aim to:
 - Increase the extent to which disabled pupils can participate in the curriculum.
 - Improve the physical environment of the school to enable disabled pupils to access education and the facilities we provide.
 - Improve the availability of accessible information for disabled pupils. You can access our accessibility plan [\[insert link here\]](#).

12. Complaints about SEND provision

At *Eden Park Academy*, we are committed to working closely with parents and carers to provide the best possible support for pupils with SEND. If parents have concerns about our school's SEND provision, they are encouraged to raise these concerns informally with the SENCO, class teacher, or headteacher.

- **Informal Resolution:** In the first instance, concerns can be raised informally with the SENCO, class teacher, or headteacher. We will aim to resolve the issue as quickly as possible through discussion and collaboration.
- **Formal Complaints:** If the issue is not resolved through informal channels, parents or carers may submit a formal complaint in accordance with the school's complaints policy. You can find our complaints policy [\[insert link here\]](#).
- **Escalating Complaints:** If parents or carers are not satisfied with the school's response, they have the right to escalate the complaint. In some circumstances, pupils themselves may also have the right to make a formal complaint.

You can request mediation by contacting the headteacher

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEN Code of Practice](#).

13. Monitoring and evaluation arrangements

13.1 Evaluating the effectiveness of the policy

Evaluating the Effectiveness of the Policy

We continually seek to improve our SEND policy and provision. To evaluate the effectiveness of this policy, we will regularly assess whether we are meeting the objectives outlined in section 1.

We will evaluate the following:

- Staff awareness of pupils with SEND at the beginning of each academic year.
- How early we identify pupils with SEND and provide support.
- The progress and attainment of pupils with SEND once they have been identified.
- Whether pupils with SEND feel safe, valued, and included in the school community.
- Feedback from pupils with SEND and their parents or carers about their experiences.

13.2 Monitoring the Policy

This SEND policy will be reviewed annually by [name of role/individual/committee]. It will also be updated in line with any new legislation, requirements, or procedural changes that occur throughout the year.

The review and any necessary updates will be approved by the full governing board.

13.2 Monitoring the policy

This policy will be reviewed by SENCO **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.

14. Links with other policies and documents

This policy links to the following

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