



Our mission - 'To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God'.

Our Core Values;

Faith, Aspiration & Unity

We are committed to providing a positive working environment, which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

SEND Policy

SEND Policy & Information Report - Document Status			
Date of review completion	December 2025	Named Responsibility	SEND Coordinator (KS) reviewed by CSSS Committee
Date of Policy Adoption by Governing Body	December 2022	Next Review Date	December 2026
Policy Basis	Model policy taken Telford & Wrekin Council and adjusted for HTA. All with reference to <u>Special Educational Needs and Disability (SEND) Code of Practice</u>		

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Introduction

At Holy Trinity Academy we are dedicated to promoting a distinctive Christian ethos by upholding the teachings of the Christian Church. We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of inclusive co-operation and always treat each other with courtesy and respect.

1. Aims

“God has created me to do Him some definite service; He has committed some work to me which He has not committed to another. I have my mission.” John Henry Newman

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for students with special educational needs (SEND)
- Explain the roles and responsibilities of everyone involved in providing for students with SEND
- Ensure students with SEND have a safe and happy learning environment
- Promote inclusion and equality for all in line with our Christian beliefs and ethos

2. Legislation and guidance

“Use your God-given gifts to serve others.” 1, Peter 4:10

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 students with SEND and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which sets out schools' responsibilities for education, health, and care (EHC) plans, SEND coordinators (SENDCOs) and the SEND information report
- Equality Act 2010 <https://www.gov.uk/guidance/equality-act-2010-guidance>

This policy runs in conjunction with other school policies, particularly:

Teaching and Learning, Admissions, Curriculum, Safeguarding and Behaviour which can all be accessed here: <http://holytrinity.academy/ourschool/school-policies/>

Telford Admissions and SEND

3. Definitions

A student has SEND if they have a learning difficulty or disability which calls for 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 the majority of 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.

4. Roles and responsibilities

4.1 The SENDCO (Special Educational Needs Coordinator)

Kate Staton

Contact via email at enquiries@holytrinity.academy or phone 01952 386100

They will:

- Work with the headteacher and SEND 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 students with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that students with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support. Telford's guidance on effective graduated processes can be found here: http://www.telfordsend.org.uk/localofferservices/info/1/home/69/SEND_support
- Advise on the deployment of the school's delegated budget and other resources to meet students' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services. The Local Offer can be found here: <http://www.telfordsend.org.uk/>
- Manage liaison with potential next providers of education to ensure students and their parents are informed about options and a smooth transition is planned
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements
- Ensure the school keeps the records of all students with SEND up to date

4.2 The SEND governor

The SEND governor will:

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

4.3 The Headteacher

The Headteacher will:

- Work with the SENDCo and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

4.4 Subject Teachers

Each class teacher is responsible for:

- The progress and development of every student in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCo to review each student's progress and development and provide input towards any decisions on changes to provision
- The implementation of advice and adaptations to teaching and learning to support learners with SEND
- Ensuring they follow this SEND policy

5. SEND information report

“Never worry about numbers. Help one person at a time, and always start with the people nearest you.” Mother Teresa

National Data January 2025	EHCP = 5.3% SEND Support = 14.2%
HTA Data November 2025	EHCP = 2% SEND Support = 8.1%

5.1 The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, Autistic Spectrum Disorders/ Conditions (ASD/C) and Speech and Language and Communication Needs (SLCN)
- Cognition and learning, for example, Specific Learning Difficulties (SpLDs) including Dyslexia, Dyspraxia; and Moderate Learning Difficulties (MLDs)
- Social, emotional, and mental health needs (SEMH), for example, attention deficit hyperactivity disorder (ADHD), and a range of SEMHN which require interventions, including CAMHS (Child and Adolescent Mental Health Services)
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties

This list is not exhaustive, and the school will consider all applications on an individual basis and work with parents/ carers to develop an understanding of the special educational needs of the student and how these can best be met.

5.2 Identifying students with SEND and assessing their needs

We will assess each student's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate.

Where possible, liaison with parents and the previous school will take place prior to entry to enable as smooth a transition as possible.

Subject teachers will make regular assessments of progress for all students and identify those whose progress:

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

This may include progress in areas other than attainment, for example, social and emotional needs, student/family wellbeing and physical development and needs

Slow progress and low attainment will not automatically mean a student is recorded as having SEND.

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

5.3 Consulting and involving students and parents

“I can do things you cannot; you can do things I cannot.

Together we can do great things.” Mother Teresa

We will have an early discussion with the student and their parents/ carers, and where possible and applicable, acquire information from other professionals, when identifying whether they need special educational provision. The aims of these initial discussions are to ensure:

- Everyone develops a clear understanding of the student's identified areas of strength and difficulty
- The students' and parents' views are shared and considered
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are
- External support and referrals to other agencies may be undertaken if required

Notes of these early discussions will be added to the student's record and if agreed, information shared with relevant parties.

Parents / carers are notified annually if their child is on the register of SEND and receiving additional support. Where possible this is briefly outlined on the letter. Parents who wish to have their child removed from the register are welcome to contact the school to discuss this.

5.4 Assessing and reviewing students' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review.**

The SENDCO will carry out a clear analysis of the student's needs. This will draw on:

- The student's own views, and the views and experience of the parents/ carers
- The teachers' assessments and experiences of the student
- The student's previous progress and attainment
- Attendance and behaviour logs and patterns with analysis, and consultation with the Pastoral Support Team
- The individual's development in comparison to their peers and national data including nationally standardized testing
- Advice from external support services, if relevant, including LSAT (Learning Support Advisory Teachers), Educational Psychology, Counselling services and BEEU, KOOTH & BEAM; and other medical professionals including Physiotherapists, Occupational Therapists

The assessment will be reviewed regularly, using <https://edukeyapp.com/parent/login> for which all parents of SEND pupils can access and review.

All teachers and support staff who work with the student will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the student's progress.

5.5 Supporting students moving between phases and preparing for adulthood

We will share information with the school, college, or other setting the student is moving to. We will agree with parents and students which information will be shared as part of this.

Where relevant, and for students with an EHCP, careful transition into further education or training will be supported. Below is a list of some of the ways students are supported for successful transition:

- Independent careers advice and support available at the school from Year 9 through Future Focus
- Support with applications to further education (FE) colleges or apprenticeships
- Direction to websites to support careers decisions and understanding of strengths
- Self-assessment booklet completed at school
- Meetings with the family and other professionals/ institutions where appropriate/ relevant/ possible
- Agreed SMART targets and outcomes with clear lines of responsibility
- Supported visits and transition plans
- Sharing of information with and from other services including LSAT and EP (Educational Psychology) services

5.6 Our approach to teaching students with SEND

Faith, Aspiration and Unity

Faith – We believe every child is a God-given gift and has a reason and purpose on this earth

Aspiration – We believe every child can achieve great things

Unity – We work together to promote inclusivity, awareness, tolerance, acceptance and together we achieve

All teachers are responsible for creating and maintaining an inclusive learning environment, including high quality, core universal provision as the first step in the graduated approach. This can be found on the school website at <http://holytrinity.academy/send/> and includes:

- Tinted/ coloured backgrounds to visual displays
- Dyslexia friendly fonts and spacings
- Visual supports including writing frames and pre-taught vocabulary and flip learning
- Adapted teaching by grouping, style, activity/ content
- Structured and timed activities and the use of task boards
- Fidget toys and rules supplied where required

It is important to note that Special educational provision is provision that is 'different from or additional to that normally available to pupils or students of the same age, which is designed to help children and young people with SEND or disabilities to access the National Curriculum at school or to study at college.' Not all pupils that have a diagnosis need to be on the SEND register; some pupils will be on a 'watch list' and their needs will be monitored regularly.

Teachers are responsible and accountable for the progress and development of all the students in their class.

High quality teaching is our first step in responding to students who have SEND. This will be adapted for individual students when required.

We also provide the following interventions:

- SEND After school Homework club Monday to Thursday
- KS4 Academic Coaching and Mentoring
- Independent Careers Advice and Guidance
- Break and lunch club for SEND students
- SLCN Interventions
- Dyslexia – strategies for independence programme including support to use technology effectively

- Metacognition and responding to feedback
- A range of SEMH interventions delivered by the Pastoral team plus counselling and therapy services
- Social Use of Language Programme
- Switch onto reading
- Handwriting support
- Subject Specific SEND support
- Sensory Inclusion Support
- Guided reading
- GCSE study support sessions

5.7 Adaptations to the curriculum and learning environment.

The school has a range of policies, protocols, and practices to support equality, accessibility, and inclusion. These are shown below and can be found at: <http://holytrinity.academy/ourschool/school-policies/>

						
						
						

We make the following adaptations to ensure all students' needs are met:

- A universal quality first teaching approach
- Adapting our curriculum and homework to ensure all students can access it. The school uses Sparx Maths, Reader and Science which adapts to individual student needs over time
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Adapting our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud

5.8 Additional support for learning

We have nine teaching assistants who are trained to support students in class and provide interventions. They receive high quality and current CPD (continuous professional development)

Support is tailored to meet the needs of individuals, small groups, year groups and the school priorities. All support and intervention aim to increase independence.

We work with the following agencies to provide support for students with SEND:

- Learning Support Advisory Team
- Educational Psychology and Telford SEND Team
- Future Focus - Independent Careers Advice (CIAG)
- BEEU - CAMHS, Counsellors and Therapists

- BEAM
- KOOTH
- Medical professionals/ Health Services

5.9 Expertise and training of staff

The team currently consists of one Deputy SENDCo and eight teaching assistants, who have an array of experience within SEND, including EAL (English as an Additional Language). The team lead on SEND interventions.

Teaching and Support Staff have completed targeted training, including understanding, and meeting the needs of pupils with ASD/C (Autistic Spectrum Disorder/Condition), ADHD, dyslexia, dyspraxia, and other conditions. Staff have also received training to support weaker readers, HI (Hearing Impairment), VI (Visual Impairment, EVAC chairs, provision maps, diabetes, asthma, and others.

Deputy SENDCo wider responsibilities include.

- Transition at KS2, 3 and 4. This involves discussions with pupils, parents and Future Focus, visits to schools and colleges, accommodating parent and pupil visits during year 5 and 6, attending annual reviews, liaising with primary schools and colleges regarding SEND pupils needs.
- Testing. Including standardised tests in reading, writing, spelling, maths, vocabulary, processing speeds, typing, etc.
- Edukey Provision Map. Collating evidence for reviews, recording and monitoring interventions, sharing information with key staff, communication with parents.
- General Administration support for the department

5.10 Securing equipment and facilities

The school provides equipment on an individual basis, including laptops and other technology and allocates funds as required. Where necessary, the school applies to the Local Authority for "Top-up funding."

The school is accessible, we currently have three pupils requiring physical/mobility plans, including a wheelchair and a frame.

5.11 Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for students with SEND by:

- Reviewing students' individual progress towards their goals regularly
- Reviewing the impact of interventions after 6-12 weeks with measurable outcomes
- Using student questionnaires and self-evaluation independence booklets
- Monitoring by teachers, the SENDCo and the HLTA including observations during lessons
- Using provision maps to measure progress and plan intervention and support
- Holding annual reviews for students with EHC plans

5.12 Enabling students with SEND to engage in activities available to those in the school who do not have SEND

We are a fully inclusive school. All our extra-curricular activities and school visits are available to all our students, including our before-and after-school clubs.

All students are encouraged to go on our trips including residential trip(s).

All students are encouraged to take part in sports day/school plays/special workshops

No student is ever excluded from taking part in these activities because of their SEND or disability.

Admissions

"Holy Trinity Academy is an inclusive faith-based school that serves the whole community of Telford & Wrekin, Shropshire and beyond. The Academy has a distinctive character and ethos, which reflects the teachings of Jesus Christ and Christian values and the principles of the Catholic and Anglican Churches. We ask all parents applying for a place here for their children to respect this ethos and its importance to the Academy community. We hope that all students who come to Holy Trinity will be able to participate (as appropriate) in the religious life of the Academy (including collective worship and religious education). This

does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith." (Admissions Policy, HTA, March 2018)

Our admissions policy can be found here:

<https://holytrinity.academy/ourschool/school-policies/>

5.13 Support for improving emotional and social development

We provide support for students to improve their emotional and social development in the following ways:

- Students with SEND are encouraged to be part of the school council and student safeguarding board
- Students with SEND are also encouraged to take part in extra-curricular activities and enrichment
- All students are allocated to a vertical tutor group and have allocated pastoral support officers, Head of Year, and a key member of SLT (Senior Leadership Team) allocated to each house

We have a zero-tolerance approach to bullying. Our anti-bullying policy can be found here:

<https://holytrinity.academy/ourschool/school-policies/>

5.14 Working with other agencies

The school works with a range of agencies including health services, CAMHS, BEAM, Social Services, Early Help

5.15 Complaints about SEND provision

Concerns about SEND provision for a student / students in our school should be made to the SENDCo (Special Educational Needs Coordinator) in the first instance and the Headteacher.

If resolution cannot be reached, they will then be referred to the school's complaints policy, which can be found here: <https://holytrinity.academy/ourschool/school-policies/>

The parents of students 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

Telford and Wrekin offer a disagreement, mediation and resolution service which should be considered. Further information can be found here:

http://www.telfordSENDd.org.uk/localofferservices/info/1/home/10/what_is_disagreement_resolution_and_mediation

5.16 Contact details of support services for parents of students with SEND

Telford and Wrekin's Local Offer can be found here:

<http://www.telfordSENDd.org.uk/localofferservices/> BEAM [Beam Service Information - SENDD - Local offer](#)

<https://livewell.telford.gov.uk/Services/2095>

5.17 Contact details for raising concerns

All concerns regarding pupils that are not on the SEND register, should be raised in the first instance via the student's form tutor, Pastoral Officer, or Head of Year, who will discuss the concerns with the SENDCo.

Emails or letters can be sent via the front office, or a telephone or face-to-face appointment booked.

Concerns regarding pupils that are on the SEND register should be communicated with the SEND team via Edukey Provision Map.

5.18 The local authority local offer

Our contribution to the local offer is: http://www.telford.gov.uk/directory_record/3484/holy_trinity_academy

6. Monitoring arrangements

This policy and information report will be reviewed by the **SENDCo every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

The SENDCO will meet with the SLT lead for SEND fortnightly and the SEND governor at least three times yearly.

7. Links with other policies and documents

This policy links to our policies on:

- Accessibility plan
- Admissions
- Behaviour & Anti-Bullying
- Complaints
- Child Protection and Safeguarding
- Equalities
- GDPR (General Data Protection Regulations)
- Health and Safety

<http://holytrinity.academy/ourschool/school-policies/>