

# Rutlish School



## Special Educational Needs and Disabilities Report

<b>Committee ownership for this policy:</b> F&P, Curr, Incl, Prem, RR6, FGB	Inclusion
<b>Must be approved by FGB:</b> Y / N	Y
<b>Required by:</b>	Statutory
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<b>Date of next review:</b>	Autumn 2024
<b>Display on website:</b> Y / N	Y
<b>Responsible</b>	Deputy Headteacher
<b>This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.</b>	

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## **1. Special Education Needs Provision at Rutlish School**

Rutlish School is a fully inclusive school, which ensures that all pupils achieve their potential: personally, socially, emotionally and academically in all areas of the curriculum, regardless of their ethnicity, social background, religion, sexual identity, physical ability or educational need.

Rutlish School provides additional provision according to the individual needs of the child, following the assess, plan, do, review process, according to the SEND Code of Practice (2015).

Further information about SEND at the school can be found in the Special Education Needs and Disability Policy on the School's website.

We currently offer provision for a wide range of SEND needs:

- Communication & interaction
- Cognition & learning
- Sensory and/or physical.
- The school also has an Additionally Resourced Provision for students with speech, language and communication difficulties.
- Social, emotional and mental health

## **2. Rutlish SEND Contact**

Ms Wilkinson & Mrs Richardson  
Joint Special Educational Needs & Disability Co-coordinators  
Rutlish School  
Water Lane  
Merton  
SW20 9AD

Mrs Atkins  
Deputy Special Educational Needs & Disability Co-coordinator  
Rutlish School  
Water Lane  
Merton  
SW20 9AD

020 8542 1212

## **3. The SEND Department**

Our SEND department is based in the Progress Centre, Located in The Student Support Centre. The JOINT SENDCOS leads a team who include:

Ms Wilkinson-Farquarson – Joint SENDCOs (KS3 & ARP Manager)  
Mrs Richardson – Joint SENDCOs (KS4 & KS5)  
Mrs Atkins – Deputy SENDCO  
Ms Bakheta – Speech & Language Teacher  
Ms Jackson – SEND Teacher  
Ms Nitzsche – SEND specialist assessor

Lead Learning Support Assistants (Lead LSAs)  
Learning Support Assistants (LSAs)

Administration staff

The Joint SENDCos both hold the National Award for SEN Co-ordination.

SEND training is built into staff induction and staff continuing professional development (CPD) sessions and staff development days to ensure the SEND support provided is of the highest level. Additionally, some members of the LSA team are also Emotional Literacy Support Assistants (ELSA) and ELKLAN (Speech and Language) trained.

Specialist support is provided through the Inclusion Team who provide mentoring for students, emotional and behavioural support and support with wellbeing and mental health needs. This team is also located in The Student Support Centre, which is overseen by Mrs Wildman, the Inclusion Manager.

The Deputy Headteacher, Mr Giles, oversees the SEND provision in school as the Senior Leadership link.

#### **4. Additional Specialist Support for SEND students**

The department can refer to external specialist services which include:

- Speech and Language Services
- Physical and Sensory Services -Visual, hearing and physical
- MAOS (Merton Autistic Outreach Services)
- Social Services
- Mentoring
- CAMHS – Child Adolescent Mental Health Service
- School Nursing Service
- Attendance Service
- Merton Inclusions Team
- Police Support and Youth Intervention
- Place to Be and Place to Talk counselling services
- Catch 22
- Pastoral Support
- My Futures
- Educational Psychologists

The Joint SENDCos will liaise with parents and professionals to consider what support is appropriate for each student in liaison with others in the school, which may include the Inclusion department or Head of Year. They may seek advice from the local authority or relevant agency. These decisions are made in consultation with SEN department colleagues as well as Inclusion colleagues and SLT.

#### **5. How SEND Needs Are Identified**

The SEND team work closely with the local primary schools prior to students starting at Rutlish to ensure that all information is shared and that there is a smooth transition for all new Year 7 students.

Year 7 students are well prepared for secondary school. Some SEND students may need a bespoke transition plan which will include an additional transition day at Rutlish in the summer term.

All students joining the school in Year 7 sit a Cognitive Ability Test (CATs) in September of the Autumn Term of Year 7. The results of this standardised test provides information about a range of abilities which help provide appropriate educational provision in the first term.

Once students have joined Rutlish we continue to monitor progress. This also includes identifying students whose SEND needs have not been previously recognised.

Staff at Rutlish can refer students for whom they have a concern about by using the Additional Support Referral Form which is accessible to all staff. A member of the SEND team and Inclusion Manager meet regularly to discuss the referrals and apply appropriate and timely interventions to support each young person's needs.

Staff at Rutlish have high expectations for all students. Subject teachers continually assess, review and take action in order to meet the needs of all students and students are formally assessed each term. Additionally, form tutors or heads of year will alert the Joint SENDCos if they have concerns.

Underachievement is identified through the monitoring of progress data. Students who are not meeting their expected progress are identified and an intervention plan is put in place.

Pastoral staff also meet for regular Pastoral Support Meetings where individuals of concern are discussed.

## **6. Arrangements for Consulting and Involving Parents**

Parents/carers of students with an EHCP are contacted during the second half of Year 6 to contribute to the transition plan for their son.

In addition to the usual parent consultation procedures:

If a parent has concerns about their child, they should always contact the SENDCo linked to their child's year group who are available by e-mail in the first instance.

If your child has behavioural or emotional difficulties, support will be offered to the student to help with their wellbeing and mental health.

## **7. Arrangements for Consulting and Involving SEND Students in their Education**

If a SEND student has an individual plan, they are encouraged to review their own progress and to contribute to identifying realistic targets.

Students are encouraged to give views about their learning needs as part of the SEND assessment process and are encouraged to be involved in discussions through student voice.

Students with a statement or EHCP will be given the opportunity to contribute to their Annual Review. This may be with a teacher, Lead LSA, LSA or by other key staff who are attending part of the meeting.

Students with an EHCP will be involved in planning for their own future when a transition plan is drawn up.

## **8. Provisions for students with SEND: with or without an EHC Plan**

Subject teachers have access to the SEND register and student SEND profiles which detail the support strategies for working with students. This information is easily accessed.

Student's academic progress is monitored formally on a termly basis with outcomes shared with parents. This data enables the SEND and pastoral teams and curriculum areas to identify where support may be required.

Special educational provision supports children to access the curriculum and overcome any barriers. The school's provision includes the interventions below. Note that not all students will access everything on this list.

- Quality First teaching strategies ensuring that resources and activities are differentiated sufficiently for students to access the curriculum. Differentiation is an approach to teaching that attempts to ensure that all students learn well, despite their many differences.
- Inclusive Practices that focus on ensuring that learning is accessible to all students in every classroom.
- Learning Support Assistants (LSA) deployed in year groups to support students
- Key worker sessions during tutor time
- Exam access arrangements
- Homework club
- LSA support
- Morning groups
- Catch up sessions in subjects
- Mentoring and counselling
- Emotional Literacy with a trained ELSA

The SEND department meets regularly with the Safeguarding and Pastoral team to discuss the needs of looked after children with SEND. Key personnel from Merton SEND/LAC will attend regular meetings to review the provision for these students.

The school ensures that all students are included in activities including trips. Activities that take place outside the

classroom are risk assessed and includes reference to students with SEND and where necessary the support of individual students is considered. The Educational Visits Co-coordinator will ensure that all planned trips are fully inclusive.

Heads of Department regularly review their curriculum maps to include adjustments that have been required to suit the needs of all learners, including those with SEND. This includes the environment that students work in, the content that is studied, the individual lesson plans and assessment.

### **9. Assessment and Review of EHCP Student Progress**

Progress is monitored termly. In addition, standardised spelling and reading tests are used to monitor the impact of literacy intervention. The department use an emotional and social literacy questionnaire at the start and end of relevant courses to assess the improvement of each student.

SEND student progress is also evaluated using the school systems such as behaviour and House points.

Written feedback is sought from class teachers, form tutor and head of year at the start and end of interventions. There is transition planning at key transition points, at the start of KS3, KS4 and KS5

### **10. Emotional and Social Development Support for SEND Students**

Those who require ELSA will have a 1:1 weekly session with a specialist ELSA trained LSA.

Some students with SEND may be allocated to a nurture group to support the development of their social and emotional skills. In addition, some students have individual mentoring sessions to support their mental health and emotional wellbeing.

At Key Stage 4 EHCP students have key worker sessions to support them in the social and emotional aspects of the school environment.

All students with SEN have the same opportunities to take extra-curricular activities and clubs as every other student in the school.

Student voice activities always have representatives who have SEND, especially when reviewing Pastoral Support and tackling bullying.

### **11. Training for staff to support students with SEND**

Teachers and LSAs receive regular training to update their skills and knowledge in regard to SEND. This happens through a range of methods, such as staff briefings, continual professional development sessions and INSET days.

Specific staff who work with students with needs are encouraged and supported to undertake their own professional learning to develop as professionals who work with students with SEND.

### **12. Preparing SEND Students for Transition to Key Stage 5**

After their Key Stage 4 studies, GCSE and vocational courses, students need to decide where to study for their next stage of education, this may mean joining our sixth form, RR6 or transferring to an alternative provider.

The SEND team will work with the Careers Advisor and Year group team to support EHCP students in choosing the most suitable provider.

They may support students in making their applications and liaising with the provider if required.

Once a student starts their KS5 education the KS5 SENDCos will ensure that all relevant information is shared with the partner school and will liaise with their counterpart to share information and support the student on wither site.

### **13. Additional Resource Provision**

Rutlish has an Additional Resource Provision (ARP) for Speech, Language and Communication Needs. If a child already

has an EHCP, the school is consulted for an appropriate placement in Rutlish with support from a specialist Speech and Language Teacher. The Rutlish ARP is not a separate access centre, but is based within the Progress Centre in the Student Support Centre. Students who are part of the ARP will spend the majority of their time in mainstream lessons but will have some lessons in the Progress Centre.

Applications to the ARP must be made through the local authority.

#### **14. Evaluating the Effectiveness of the SEND Provision**

The SEND provision is evaluated annually and reported to the Headteacher and Governing Body. The department development plan is created in line with the school's quality assurance cycle.

Provision is evaluated through review, quality assurance, lesson visits, student voice and book looks to ensure that the provision is effective. Where students have additional small group intervention, these students are assessed with their progress evaluated by leaders to ensure that the provision is effective.

#### **15. Complaints about the SEND Provision**

Parents who wish to complain are encouraged to speak to the SENDCos in the first instance to resolve any issue. If the issue is not resolved they should follow the school Complaints Policy.

Complaints about the statutory assessment of special educational needs should be directed to the London Borough of Merton.

#### **16. Governing Body**

The SEND lead for the governing body is Ms Logan. The lead and members of the Inclusion Committee regularly review the SEND provision in school by meeting with the SENDCos and the Deputy Head responsible for SEND in the school, Mr Giles.

The governing body ensures that the school meets all its requirements for SEND and ensures that local authority services are used to support students and families.

#### **17. London Borough of Merton Local Offer**

Details of the Borough's SEN local offer can be found on their website at:

<https://directories.merton.gov.uk/kb5/merton/directory/localoffer.page?localofferchannel=0>

An outline of their offer is included in their SEND Local Offer Leaflet

[https://search3.openobjects.com/mediamanager/merton/fsd/files/lo\\_leaflet\\_-\\_january\\_2020\\_final.pdf](https://search3.openobjects.com/mediamanager/merton/fsd/files/lo_leaflet_-_january_2020_final.pdf)

Details of the school's information in the local offer can be found at:

[https://directories.merton.gov.uk/kb5/merton/directory/service.page?id=t-izSkEAMU&localofferchannel=1\\_16](https://directories.merton.gov.uk/kb5/merton/directory/service.page?id=t-izSkEAMU&localofferchannel=1_16)