



Policy: SEND and Inclusion

Author	Deputy Principal
Date last reviewed	September 2023
Approval route	College Leadership Team and Board of Directors
Date Approved	September 2023
Review cycle	Every three years
Date Review Due	September 2026
Contractual or Non-Contractual	Contractual
Location of copies	Website and Sharepoint
Policy version	V4

Contents

1. Purpose	3
2. Scope and legal definitions	3
3. Policy Statement	3
3.1 Fundamental Principles	4
3.2 Transition	5
3.3 Admissions Policy for SEND students	5
3.4 Assessment and support for exams	6
3.5 Support and reasonable adjustments	8
3.6 Accessibility	8
3.7 Referrals	8
3.8 Reviewing Support	8
3.9 Training	9
3.10 Working in collaboration with students and parents	9
3.11 Expertise	10
3.12 Review of Policy and communication	11
4. Policy References	11
4.1 Access to the Policy	11
4.2 Quality and Assurance Monitoring	11

SEND and Inclusion Policy

1. Purpose

The Franklin College Trust vision is to provide the best possible life chances for our community. The purpose of this policy is to provide an inclusive learning environment, promoting high aspirations and expectations for all students. The aim of the policy is to support every student, allowing them the opportunity to thrive, achieve their potential by identifying need, providing appropriate support, and removing barriers to learning.

This policy sets out the principles of supporting students with SEND. We aim to encourage all students to become resilient learners who can make a successful transition onto positive and meaningful destinations.

2. Scope and legal definitions

Franklin Sixth Form College's SEND policy for children and young people with special educational needs or disabilities is governed and informed by the statutory framework set out in:

Education Act 1996 and 2002
Education and Inspections Act 2006
Education and Skills Act 2006
Equality Act 2010
Children and Families Act 2014
SEND Code of Practice 2014

A 'young person' is defined in the Special Educational Needs and Disabilities Code of Practice as '*a person over compulsory school age and under 25*'.

This policy should be read in conjunction with Franklin Sixth Form College policies and procedures for:

Child Protection and Safeguarding Policy
Learning Behaviour Policy
Prevent Policy
Franklin ABC Expectations
Health and Safety Policy
Accessibility Plan for Disabled Students
Exam Access arrangements
The Admissions Policy
The Fitness to Study Policy

2.1 Definition of SEND

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- Has a significantly greater difficulty in learning than most others of the same age, or
- Has a disability which prevents or hinders him or her from making use of facilities of the kind generally provided for others of the same age in mainstream education¹.

3. Policy Statement

This SEND policy details how Franklin Sixth Form College (the College) will do its best to ensure that the necessary provision is made for any student who has special educational needs/disabilities, and

¹ Send Code of Practice January 2015 (page 16)

those needs are made known to all who are likely to be involved with their College experience. Franklin Sixth Form College will use its *'best endeavours'* to ensure that teachers in the College are able to identify and provide for those students with special educational needs/disabilities.

This will be reasonably practical and compatible with the child/young person receiving special educational provision and the education of the students with whom they are educated.

The staff, Community Governors, of Franklin Sixth Form College and all Directors and Members of Franklin College Trust will endeavour to ensure that all SEND students reach their full potential, are fully included within the College community and are able to make successful transitions between educational establishments.

The Policy aims to support all members of staff in providing positive and effective approaches towards learning, progress, and achievement of SEND students. All teachers are teachers of SEND students. Teaching and supporting such students are therefore a whole-College responsibility.

Meeting the needs of SEND students requires partnership working between all those involved, the Local Authority, College Community Governors, Trust Directors and Members and staff, parents/carers, students, children's services, and all other relevant agencies, including safeguarding this potentially more vulnerable group of students.

Franklin Sixth Form College is committed to welcoming all students who meet the published requirements. *'Reasonable adjustments'* will be made where necessary and where possible, to enable all students for whom Franklin Sixth Form College is the best placement, to access lessons, social environments, and enrichments activities. Needs and adjustments will be considered on an individual basis.

3.1 Fundamental Principles

Franklin Sixth Form College aims to ensure that:

- It uses its 'best endeavors' to secure the SEND provision that a young person needs.
- There is smooth transition at each transition stage for the student.
- All staff are aware of the importance of early identification and of providing for SEND students whom they teach and/or support.
- All staff have access to information about the students' needs, which will enable them to meet those needs in the classroom.
- The views of students and parents/carers are sought and considered.
- All College staff recognise that parents/carers play a key role in supporting their son/daughter's education and enabling them to achieve their potential. The College will endeavour to support parents/carers through the process of transition and adjustment.
- SEND students are offered full access to a broad, balanced, and relevant education.
- SEND students have full access to all College activities, as far as is reasonably practical, which relates to the student's needs.
- The College works in partnership with external agencies to meet the needs of the student.

In accordance with the SEND and Disability Code of Practice 2014, Franklin Sixth Form College will:

- Have a written SEND policy, containing the information as set out in the SEND Code of Practice.
- Screen all incoming students for literacy and numeracy and provide advice, guidance, and support, depending on results of the screening test and the student's qualifications on entry, which lead to the most appropriate study programme for the student.

- Bring together the information from the student's application and interview, from the school and any transition work, external agencies, and the screening assessment to plan the appropriate support and any examination access arrangements needed for the student.
- Assess or request assessment for any student who is not achieving their expected grades, where appropriate.
- Make sure that parents/carers have knowledge about the SEND provision the College makes, through the Local Offer and marketing events.
- Ensure that parents/carers have access to information, support, and advice regarding their son/daughter's requirements.
- Ensure that teachers in the College are aware of the importance of identifying, and providing for, those students who have SEND, through inclusive, high-quality teaching.
- Provide training for teaching and support staff to allow them to understand SEND needs so they can best support the students.
- Ensure that a student with SEND can participate in the activities of the College in an inclusive way.
- Be ambitious and supportive about the aspirations of children and young people in their care.

3.2 Transition

The Inclusion Team are involved in transition planning between school and College to prepare to meet the student's needs and ensure a smooth and successful transition into College life. We are also keen to support students who have been home-schooled with their transition back into mainstream education. The College works very closely with our partner schools and other schools as well as local authorities and relevant external agencies. The EHCP Coordinator attends EHCP review meetings in schools for prospective students and liaises closely with the relevant local authority to meet the needs of SEND students.

SEND students who disclose at application or interview stage will be invited to a transition visit, their needs will be discussed at enrolment and a risk assessment may also be carried out at this stage.

3.3 Admissions Policy for SEND students

When a young person has expressed a preference for Franklin Sixth Form College as an institution they would like to attend, the local authority will be under a duty to consult with the College with the request, unless the institution is unsuitable for the:

- age
- ability
- aptitude or special educational needs/disability of that young person
- or that to place the young person at Franklin would be incompatible with the efficient use of resources or the efficient education of others.

Students with a disclosed SEND are required to meet our entry criteria for the level of course and specific entry requirements for the courses to which they are applying. If this is not the case, the student application may be referred to the Deputy Principal. This is to ensure we are providing the best advice and guidance for the student to succeed in their programme of study.

Students who have disclosed a SEND are not automatically exempt from standard or extra conditions being placed on their offers. Although we must be mindful of any disclosure and responsive to individual needs, students with a disclosed SEND must still be able to demonstrate that they can engage successfully in a full-time educational programme.

In cases where attendance, behaviour, commitment to study and the College's ABC expectations are not met but our concern is related to the disclosed SEND (e.g., consultants' appointments affecting attendance etc.) then we should exercise professional judgement and make reasonable adjustments.

This must be supported by evidence that demonstrates that this is the reason our expectation is not met, and the evidence also needs to demonstrate that the student is fit to participate in full-time education. These offers will be referred to the Deputy Principal for a final decision.

In cases where attendance, behaviour, commitment, or attitude to learning are a concern, if our level of expectation is not met and our concern is not related to the disclosed SEND condition, then the application is subject to our normal entry criteria and admissions processes. This may result in the College not being able to offer a place to a potential student. There may be some students who do not meet our attendance requirement but disclose that they have genuine reasons for this. Examples may include a stay in hospital, or they have significant anxiety issues. In some of these cases, it may be impossible for them to achieve full attendance due to the stated reasons.

The interviewer will refer the student to the Deputy Principal to ascertain if the student would be able to participate in full time education effectively and successfully from September. If the conversation and evidence indicate they would be, then the Admissions Team member may decide to make a conditional offer without extra conditions.

In other cases, it may be that supportive, achievable targets (not just attendance based) are required within a 'fitness to study' offer. At the end of the review period, we will check with the school if the agreed target has been reached. Following the initial interview and the subsequent discussions, the letter that is written to the student will be of a supportive nature and reflect the targets agreed with the student, parents or carers and the school.

Final decisions regarding the offer of a place with Franklin Sixth Form College will be made by the Deputy Principal and any appeals should be made in writing to the Principal & CEO

3.4 Assessment and support for exams

3.4.1 Early identification

All new students will be screened via a subject specific induction exercise as part of Franklin Start assessments. If required, a referral will be made by the Inclusion Team.

3.4.2 Assessment of Support

Information is drawn together from the school, the student and their parents/carers, those working with the student, external agencies and the initial diagnostic tests. The student will be offered the appropriate level of support and arrangements for examinations. Profiles for students with an EHCP will be provided for all their teachers and support will be put in place as required.

3.4.3 Exam Access Arrangements

When applying for Access Arrangements we are obliged to work within the framework laid out by the Joint Council for Qualifications (JCQ).

Where a student is referred for Access Arrangement assessment, we will complete an assessment for exam access arrangements if deemed appropriate and sufficient evidence has been provided which indicate persistent and significant difficulties over a sustained period. An assessment will not guarantee Access Arrangements as the formal assessment results will

need to be checked against the JCQ regulations to assess if access arrangements can be applied.

Evidence needed to apply for Access Arrangements:

- Completed Form 8 from specialist teacher or assessor that is signed with the assessor's certificate
- Previous Access Arrangements evidence from school
- Subject tutors – examples of work demonstrating normal ways of working and evidence of need for an assessment and access arrangements
- Results of baseline tests – reading /comprehensions age, Lucid test
- EHC Plan
- Long term medical condition or disability with supporting consultant's letter or evidence.

3.4.4 Extra Time

In order to secure extra time, the College must present a 'compelling' case that the student's difficulty is substantial and persistent and has an impact on the student's performance in exams over a substantial period of time of more than 12 months. This will require evidence from subject tutors that a student is underperforming, and that reasonable adjustments and strategies have been employed. This is referred to as 'normal way of working'.

3.4.5 Separate/Smaller room policy for exams arrangements

The Assessor and Access Arrangement Coordinator will determine whether separate invigilation or access to a separate/smaller room is appropriate and will liaise with the relevant subject tutors and Exam Team. The decision will be based on whether the candidate has a substantial and long-term impairment which will have an adverse effect and the candidate's normal way of working. Normal way of working would mean separate arrangements for mock exams, internal College tests and assessments and had a high level of control during GCSE exams. The College must have sufficient evidence from the school to support this.

Examples whereby a student may be eligible for separate invigilation include:

- A student with mental health concerns and has been under external services such as Compass Go, CAHMS or YMM
- A student with an established and evidenced medical condition or formally recognised social, emotional and/or behavioral difficulties.

Where a student suffers from exam anxiety or panic attacks before, during and after the exam, then that student should be sat in an appropriate seat in the main exam hall. Separate invigilation is the same as other access arrangements and must go through the same procedures according to JCQ.

The Access Arrangement Coordinator and Exams Officer will look at room availability and the need for additional invigilation and a centre-based decision will be made.

All medical evidence must be provided to support a separate room access arrangement and then be approved by the Access Arrangement Coordinator and Exams Officer.

3.5 Support and reasonable adjustments

3.5.1 Support Offered by Franklin Sixth Form College

Support needs are disseminated to staff via the College 'FIS' system. The Inclusion Team staff are deployed by the Associate Principal for Inclusions and Wellbeing after evidence from the relevant sources has been taken into consideration.

3.5.2 Reasonable Adjustments may include (and the list is not exhaustive):

- In-class support for one or more students from a Inclusion Assistant
- In-class support to scribe and provide prompts
- One to one and small group inclusion support
- Accessible information such as enlargement of handouts, coloured overlays, coloured handouts etc.
- Assistive Technology and resources (Read/ Write)
- Equipment loans e.g., laptops. reader pens etc.
- Access arrangements for examinations and controlled assessments e.g. extra time, rest breaks, smaller room etc.

3.6 Accessibility

- Lifts to most areas of the building and, where necessary, changes will be made to classrooms
- Ramps where needed
- A Quiet Study room and a Skills@ Desk– for students wanting a more subdued space
- Access to disabled toilet facilities and gender-neutral toilets
- Risk assessments and personal emergency evacuation plans (PEEPs) where appropriate.

3.7 Referrals

A referral can be made by the Head of Department once strategies have been deployed and evidence of significant and persistent difficulties gathered over a sustained period. Initially concerns will be addressed by appropriate strategies to differentiate in the classroom. Appropriate interventions will then be organised once the student has been assessed by the Inclusion Team.

3.8 Reviewing Support

The inclusion support need of an individual student and their progress will be reviewed on a regular basis and tracked and monitored through the FIS system. Support is flexible and may be increased or reduced depending on student need. Concerns registered by teachers, progress coaches, parents/carers or other external agencies are addressed through appropriate strategies for differentiation within the classroom.

Reduction in support is actioned to support the student to independence in anticipation of the next stage of their education or employment. Opportunities to develop life skills are also provided by the College to support the student for adulthood and independence in anticipation of the next steps of education or employment.

Support will also be in line with the student's individual targets and Individual Learning Plans (ILPs) offering both classroom and virtual support, as required, depending on student need.

3.9 Training

Regular updates and training are provided for staff through effective dissemination of information and CPD. For example, recent JCQ requirements for access arrangements, training for autism and ADHD, selective mutism, diabetes regulation, and mental health themes. The Inclusion Team share their knowledge of key adjustments that are needed to meet individual needs and to ensure teaching staff know how they can best support each individual student.

3.10 Working in collaboration with students and parents

The impact on any assessment and intervention will be influenced by the involvement and interest of the student and his/her parent or carer. Positive collaboration is dependent on active and responsive feedback, supported when and where appropriate by other external agencies.

Both quantitative and qualitative indicators will provide evidence of the impact of this policy:

- Achievement rates for SEND students
- Gap Analysis with comparable learner groups
- Individual learning Plans (ILPS)
- Student voice
- Parent/carer voice
- External stakeholder feedback.

3.10.1 Student Voice

Students with SEND are invited to contribute to the decision-making process at various points in their student journey and to provide feedback through various channels. These include:

- Disclosure at interview stage
- Transition visits
- Enrolment interview
- Contact with Inclusion Assistants and their Progress Coach
- Through teaching staff
- Student Voice survey
- Focus groups
- EHC plan reviews.

3.10.2 Parent/Carer Voice

Parents /carers of students with SEND are invited to contribute to the decision-making process at various points in their son/daughter's student journey, and to provide feedback through various channels. These include:

- Open Events
- Interview stage
- Transition Visits
- Enrolment Interview
- Welcome Evenings
- EHC plan reviews
- By telephone or email contact at any time.

Parental concerns are communicated to Franklin via letter, phone, email, face to face, consultation evenings and open events and are responded to via the same range of channels deemed to be the most appropriate.

Franklin Sixth Form College will cooperate fully with the young person and the LEA, if a young person disagrees with and appeals against:

- The provision outlined in the EHC Plan
- Reviews
- Assessments
- Plan to end the EHC Plan.

3.11 Expertise

3.11.1 The role of the Governing Body

Community Governors and Directors are responsible for the strategic overview of and the implementation of the SEND policy. The day-to-day management and organisation of SEND support is the responsibility of the Principal & CEO, Deputy Principal and the Associate Principal for Inclusion and Wellbeing in conjunction with the support of Inclusion Assistants.

All members of the Trusts governing structure, including the SEND Director, will ensure that they are fully informed and knowledgeable regarding the College's SEND provision.

3.11.2 The role of external partnerships

Franklin Sixth Form College has access to external specialist skills and expertise to support the learning of students with SEND including wellbeing and mental health support such as Young Minds Matters, Cadox and Compass Go.

Franklin has access to specialist skills and expertise outside of College to support the learning of students with SEND and have regular contact with external agencies.

3.11.3 The role of the Deputy Principal

The Deputy Principal will oversee and contribute to all policies and decisions which contribute or impact upon the SEND provision at Franklin; ensuring that they comply with the ASPIRE vision of the College and the statutory requirements of the Children and Families Act 2014 and the SEND Code of Practice 2014.

3.11.4 The role of the Associate Principal for Inclusion and Wellbeing

- Be the named person in the College with oversight of SEND provision to ensure the co-ordination of support
- Undertake admissions and enrolment interviews for potential high needs students, and to ensure through admissions and enrolment processes, the clear identification of their support needs, to ensure they are appropriately supported to achieve their full potential
- Lead the team of Inclusion Assistants
- Liaise with partner schools to facilitate a smooth transition
- Contribute to CPD and training of staff
- Complete the SAR and QIP for the SEND provision and provide an analysis of the quality of support provided.

3.11.5 The role of the EHCP Co-ordinator

- Provide appropriate information to facilitate inclusive teaching (learner profiles)
- Liaise with colleagues on all matters relating to SEND
- Assess students for access arrangements
- Lead on EHCP reviews
- Liaise with the LEA regarding funding for students with high needs and EHCP, to ensure the correct funding for each student
- Communicate with parents/carers during the academic year to update on progress
- Participate in all College events, and act as the in-house specialist on high needs and EHCP
- Maintain case studies of students who have progressed and act as evidence of impact of the support provided.

3.12 Review of Policy and communication

The Senior Leadership Team approve this policy. Once approved, staff will be notified of the new policy via staff briefing and the policy will be published on the College website.

4.0 Policy References

4.1 Access to the policy

The policy will be available via Franklin Sixth Form College's website and internally through Sharepoint.

4.2 Quality and Assurance Monitoring

The College Leadership Team and the Board of Directors will review the policy every three years.