



The James Hornsby School

Together we excel

Special Educational Needs
And Disability (SEND) Policy

Agreed by Governing Body	October 2026
Date of Next Review (Annual)	October 2027

SEND Policy

Ethos and Values

At The James Hornsby School, we believe every student should be supported to achieve their full potential within a safe, caring and inclusive environment. We are committed to meeting our duties under the Children and Families Act 2014, the SEND Code of Practice (2015) and the Equality Act 2010.

Principles

- All teachers are teachers of students with SEND.
- Students with SEND will be primarily be supported through our universal provision.
- Students will have access to a broad, balanced and relevant curriculum.
- Parents, carers and students will be involved in planning and reviewing support.
- The school will identify needs early and provide appropriate intervention.
- Reasonable adjustments will be made to ensure equality of opportunity.
- All provision will follow a cycle of assessment, planning, implementation and review.

Categories of Need Supported

The school supports students across the four broad areas of need identified within the SEND Code of Practice:

Communication and Interaction

- Autism Spectrum Condition (ASC)
- Speech, Language and Communication Needs (SLCN)

Cognition and Learning

- Dyslexia, Dyscalculia and Dyspraxia
- Moderate Learning Difficulties (MLD)

Social, Emotional and Mental Health (SEMH)

- Anxiety-related needs
- Attachment and trauma-related difficulties
- Emotional and behavioural needs

Sensory and/or Physical Needs

- Hearing Impairment (HI)
- Visual Impairment (VI)
- Multi-Sensory Impairment (MSI)
- Physical Disabilities
- Medical Needs

Students may present with needs across more than one area. Students requiring physical support will be supported through reasonable adjustments, risk assessments and, where required, a Manual Support Plan. Further information is detailed in **Appendix 1.1**.

Identification and Assessment

Students may be identified through:

- Teacher assessment and observation
- Screening and diagnostic assessments
- Progress and attainment data
- Information from parents/carers
- Records from previous settings
- Reports from external professionals

Students with English as an Additional Language will not be identified as SEND solely on the basis of language acquisition needs.

Graduated Approach

The school follows the SEND Code of Practice graduated approach:

- **Assess** – identify need.
- **Plan** – agree outcomes and provision.
- **Do** – implement support.
- **Review** – evaluate impact and amend provision.

SEND Register

Students will be placed on the SEND Register where they require provision that is additional to or different from high-quality teaching through our universal provision. Decisions will be made in consultation with parents/carers and reviewed regularly.

Education, Health and Care Plans (EHCPs)

- Provision will reflect outcomes identified within the EHCP.
- Annual Reviews will be completed in accordance with statutory guidance.
- Parents, students and professionals will be involved in all reviews.
- The school may request an Education, Health and Care Needs Assessment where evidence indicates this is necessary.

Working with Parents and Students

- Parents and carers are key partners in supporting progress.
- Students will be involved in decisions about their education wherever possible.
- Provision, progress and outcomes will be reviewed regularly with families.

Working with Other Agencies

The school works collaboratively with external agencies, specialist teachers, educational psychologists, health professionals, social care and post-16 providers to ensure coordinated support.

Admissions

The school welcomes applications from students with SEND and will make reasonable adjustments in accordance with the Equality Act 2010.

Medical Needs and Physical Support

- Individual Healthcare Plans will be implemented where required.
- Risk assessments will be completed where appropriate.
- Manual support arrangements will only be provided through an agreed Manual Support Plan.
- The school does not provide intimate care.
- Swimming-related manual support arrangements are detailed in **Appendix 1.1**.

Training

Staff receive regular SEND training to develop knowledge, skills and understanding of additional needs.

Monitoring and Evaluation

The SEND Lead, SENCOs and SEND Governor will monitor the effectiveness of provision and review this policy regularly.

SEND Team

Apollo SENCO: Paisley Clare

Atlantis SENCO: Devin Sametz

Discovery SENCO: Paige Ganly

Endeavour SENCO: Jake Bilson

SEND Lead: Katy Hibben

Linked Documents

- SEND Information Report
- Local Offer
- Equality Policy

- Accessibility Plan
- Teaching and Learning Policy
- Inclusion Strategy

Appendix 1.1 – Manual Support Plan

At The James Hornsby School, manual support is limited to supporting access to swimming provision. A Manual Support Plan must be completed for any student requiring physical assistance due to a disability, medical condition or identified need.

The school does not provide intimate care.

Consent and Planning

- A Manual Support Plan must be agreed and signed by parents/carers and the school.
- The plan must clearly state the support to be provided and the limits of that support.
- Support is restricted to swimming-related activities, including access to and from the pool.

Changing Arrangements

- Students requiring support will use an appropriate separate changing space where necessary.
- Independence will be promoted at all times.
- Staff will not provide intimate support with changing.

Communication and Wellbeing

- Staff will explain support before providing assistance.
- Support will stop if a student becomes distressed or refuses assistance, provided it is safe to do so.
- Parents/carers will be informed of any concerns.

Record Keeping

All manual support must be recorded on the school's secure system, including:

- Date and time
- Nature of support provided
- Staff involved
- Any concerns or changes to arrangements

Manual Support Plans will be reviewed regularly and updated as required.

Manual Support Plan and Parental Agreement (Swimming Provision Only)

Student Name: _____

Date of Birth: _____

Year Group: _____

Plan Start Date: _____

Review Date: _____

Purpose

The James Hornsby School is committed to supporting students to access all aspects of school life safely and with dignity. This Manual Support Plan outlines the agreed arrangements for physical assistance relating to swimming activities only.

The school does not provide intimate care. Any support provided will be limited to that detailed within this agreement.

Reason for Manual Support

Please outline the student's disability, medical condition or additional need requiring support:

Agreed Support Arrangements

The following support has been agreed:

- ☐ Assistance accessing and exiting the swimming pool
- ☐ Hoist support
- ☐ Assistance with specialist equipment
- ☐ Assistance with orthotics/prosthetics
- ☐ Support with heavy wet swimwear (non-intimate support only)
- ☐ Other (please specify)

Support That Will Not Be Provided

The James Hornsby School does not provide:

- Intimate care
- Personal care
- Toileting support
- Assistance with dressing or undressing involving intimate care

Where support of this nature is required, parents/carers must make appropriate arrangements.

Changing Arrangements

The following arrangements have been agreed:

- ☐ Student changes independently
 - ☐ Student uses designated changing facilities
 - ☐ Parent/carer will attend to provide support if required
 - ☐ Other arrangements
-

Promoting Independence

The school will encourage the student to complete as much of the process independently as possible. Staff will only provide the support outlined within this plan and will use the minimum level of assistance required.

Student Communication and Wellbeing

Staff will:

- Explain support before providing assistance.
- Respect the student's dignity and privacy.
- Stop support if the student becomes distressed or refuses assistance, where it is safe to do so.
- Inform parents/carers of any concerns or incidents.

Medical Information and Safety Considerations

Relevant medical information:

Emergency procedures or additional safety information:

Review Arrangements

This plan will be reviewed:

- ☐ Annually
- ☐ Following a change in need
- ☐ Following an incident or concern
- ☒ At every Annual Review

Consent and Agreement

I confirm that I have been involved in creating this Manual Support Plan and agree to the arrangements detailed above.

Parent/Carer

Name: _____

Signature: _____

Date: _____

Student (where appropriate)

Name: _____

Signature: _____

Date: _____

School Representative (SEND Lead/SENCO)

Name: _____

Position: _____

Signature: _____

Date: _____

Additional Staff Member (if applicable)

Name: _____

Position: _____

Signature: _____

Date: _____

Next Review Due: _____

Copy Provided to Parent/Carer: ☐ Yes ☐ No