



## Local offer of SEN

### 1. What should I do if I think my child has special educational needs?

- Discuss your initial concerns with your child's subject teacher or tutor
- If you are concerned about a number of subjects, discuss with your child's tutor, or Head of Year. This member of staff will then discuss the concerns with Mrs Glenis Willis the SENCO
- The academy works to the definition of special education needs outlined in the SEN Code of Practice 2014 which states :

*A child or young person has SEN 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 they:*

- (a) have a significantly greater difficulty in learning than the majority of others of the same age; or*
- (b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*

### 2. How will Newark Academy respond to my concern?

- The member of staff will listen to and investigate your concerns
- We will get back to you by phone or e-mail and share our findings
- If you require we can set up a meeting in school to discuss your concerns face to face and have the relevant school parties involved

### 3. How will Newark Academy decide if my child needs extra support?

- Within a single subject, the subject teacher and Head of department will decide
- If the concern is across a number of subjects, the SENCO, HOY and Mr Fisher will decide on the best route for supporting your child
- Where possible, the decision will be based on data about your child's attainment in comparison to other children and their progress, as outlined in the definition of special educational needs from the 2014 Code of Practice

### 4. What will Newark Academy do to support my child?

- If additional support is needed across a number of subjects, your child will be placed on the SEN register and all your child's teachers will be informed of their barriers to learning
- Where possible we will provide additional support from a high level teaching assistant (HLTA) who will work under the guidance of the SENCO, which may include in class support, small group work or 1-1 support
- The support will be based on the cycle of: assess, plan, do and review
- All additional support will be recorded on our provision map.
- This will indicate the nature of the support, how often it takes place and its effectiveness
- We will create a pupil profile together with your child which will then be shared to ensure all their teachers are up to date and informed of any learning barriers and strategies to help best support their learning style
- Staff will ensure that their inclusive planning grids reflect your child's needs
- If the situation requires involvement of our Behaviour specialist, a referral to Mrs Sally Goodman will be made and likewise for the nursing team if it is required.

### 5. Who will support my child within Newark Academy?

Where we decide it is appropriate, your child may be supported by the following:

Class teachers  
Form tutor  
Head of Year

KS3 or 4 pastoral staff

Inclusion Team

Behaviour Support

Attendance Officer

#### **6. What training and experience do staff have for the additional support my child needs?**

Within the special needs support staff there is a wide variety of training, experience and qualifications including:

National Award in SEN Co-ordination

Dyslexia screening

Exam Access Testing

Dealing with challenging Behaviours

All staff have had recent training in meeting the needs of students with ASD, Dyslexia and differentiation to ensure quality first teaching

#### **7. Who else might be involved in supporting my child?**

Depending on the needs of your child, the following agencies may be involved:

Family SENCO

Schools and Family Support Services (SFSS)- access to a range of agencies

Educational Psychologist

Communication and Interaction Team

Physical Disabilities Support Service (PDSS)

Health Related Education Team (HRET)

School Nurse

CASEY counselling

Social Care

Positive Futures

Acorn Free School

Hill Holt Wood

MAPLE

#### **8. What support will be there for my child's emotional and social well-being?**

Pastoral support will be provided by your child's tutor

Students on the SEND register receive additional pastoral support from HLTA's as will those classified as vulnerable learners

Chris Fisher (School leader) has overall responsibility for pastoral support within Newark Academy Tracey Hope, Attendance Officer, works closely with Mr Fisher and Key stage pastorals to raise attendance

The academy's behaviour for learning policy outlines how the academy promotes positive behaviour

The first port of call if your child feels they are being bullied is their form tutor or their HOY who will deal with the incident in line with the anti-bullying policy

If your child requires regular medication, medicines are stored in a lockable cabinet and are administered as per your instructions or care plan; this is overseen by Glenis Willis

If your child has diabetes, epilepsy or other more serious conditions, or might need to use an Epi-pen, then staff will receive additional, specific training and a medical profile will be shared with all staff

If your child feels unwell, they will be escorted to the first aider who will decide on the best course of action and take the relevant steps necessary

#### **9. How will my child be involved in the process and be able to contribute their views?**

If your child is on the SEND register they will be well known and a familiar face to the inclusion team who they will have developed a good relationship with. A member of the team will review their profile with them twice a year and then staff will be updated on any changes made

Your child will be invited to any review that takes place and will be asked to give their views on the support they receive in school. If your child does not want to attend the review, Mrs Willis will speak to them beforehand and present their views at the meeting

**10. How will the curriculum be matched to my child's needs?**

Students who find learning hard may be placed in our nurture. This enables students to have small group support delivered by specialised SEN staff following a curriculum of English and humanities subjects.

We aim for your child to study a broad and balanced curriculum

In most subjects, students are grouped according to ability, allowing teaching staff to deliver their lessons at the appropriate level

Teachers will try to prepare materials and teaching approaches to meet the individual needs of students

All staff have access to baseline data for your child and a profile, outlining needs and strategies, for all students on the SEND register (including vulnerable learners) to ensure effective differentiation is in place

A HLTA may be in some of your child's lessons to assist with their learning

In some circumstances your child may be withdrawn from lessons in order to concentrate on the development of key skills, such as literacy and numeracy

**11. What opportunities will there be for me to discuss my child's attainment and achievement?**

**How will I know how well my child is progressing?**

In addition to the three assessment updates that all students receive, SEND reviews and multi-agency meetings (MAM) will provide the opportunity to discuss attainment and achievement

The SENCO is available on Parents' Evenings to further discuss progress/concerns

**12. How does Newark Academy know how well my child is doing?**

Your child's reading and spelling ages will be tested every year.

Students receiving additional literacy interventions have their reading and spelling ages tested every term

If appropriate, students with SEND can be assessed, and their progress tracked, using PIVATS. This is an assessment tool used to monitor the progress of students whose performance is below national expectations.

**13. How will my child be included in activities outside the classroom including trips?**

We will work with you and your child to ensure that, where possible, they are able to take part in all planned activities outside of the classroom

This may include preliminary visits, reasonable adjustments and the preparation of risk assessments

If you are concerned about how your child will access an out of classroom activity or trip, contact the trip organiser in the first instance who will seek support from the SENCO

**14. How accessible is the Newark Academy environment? How accessible is the curriculum?**

Newark Academy is a new build designed to be wheelchair friendly with a lift servicing all floors and two disabled toilets per floor. Teachers differentiate their lessons in order to make sure that students can access the learning

**15. How will Newark Academy prepare and support my child to join the school?**

Mrs Willis as far as possible will attend SEND review meetings at your child's primary school mid-way through year 6.

Individual transition packages will be created in discussions with yourselves and both school parties if they are required.

The transition team, Mrs Evans and Mrs Ness will visit your child at primary school and chat with them.

The SENCO and Mrs Ness will go and discuss students with Primary schools prior to starting and then share this information with all school staff.

Your child will then have the opportunity to attend transition days with the rest of the new starters.

If your child is transferring from another secondary school/academy mid-year, please ring Newark Academy and arrange a visit for yourselves with the relevant key stage pastoral lead, after your decision to enrol with us they will then speak to your child's previous school to gather information. If it is deemed more appropriate the SENCO will make this call.

**16. How will the academy prepare and support my child to transfer to a new Key Stage/setting/college?**

In Year 8, your child will choose his or her options for Years 9, 10 and 11.

The SENCO will attend the option evening to offer advice

In Year 11 your child will choose their next educational setting. This might be 6th Form in another school/academy or a college. Support will be in place to help with applications and transition where required.

SEN information for student's post 16 will continue to be shared and for students leaving Newark Academy a vulnerable pupil passport or pupil profile will be completed.

Individual transition packages will be created in discussions with yourselves and the next placement if they are required.

**17. How can I be involved in supporting my child?**

Check your child's planner on a weekly basis to monitor homework and to sign you have seen it

Provide your child with an appropriate place to do homework and encourage them to complete it at a regular time.

Support your child with the organisation of their equipment.

Attend parents' evenings, review meetings and engage with the team around your child.

Reinforce and support the points outlined in the Home-School Agreement.

Encourage your child to read on a regular basis. If your child finds reading difficult, we can provide ideas about how to work with them, for example paired reading.

**18. How can I access support for myself and my family?**

A good source of information is the Local Authority local offer website:

<http://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer>

Contact the SENCO who can support referral to Early Help or raise the case with the Schools and Family support services (Springboard).

**19. Who can I contact for further information?**

For further information, contact Glenis Willis

[gwillis@newarkacademy.co.uk](mailto:gwillis@newarkacademy.co.uk)

01636 615010

**Parental quotes**

"Glenis , her team and the school and staff have gone above and beyond to support us and our son in every way that they can . We couldn't have asked for more and are incredibly grateful. " *TM November 2016*

"Newark Academy has been the best possible placement for my daughter and her SEN needs, she is thriving there" Mrs T year 7 parent. July 2018