



SEND policy and information report

Approved by:

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Chair of Governors

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1. Aims

Our SEND information report aims to:

- Set out how Manor Green College will support and make provision for pupils with special educational needs (SEND)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND

At Manor Green College we believe it is essential to provide a well-balanced, challenging curriculum for all pupils. We are committed to ensuring that all pupils receive their right to a high quality, accessible and balanced education, irrespective of special educational need, disability or medical need. We also aim to provide the best opportunities for our learners in terms of social development, independence and life-skills to support them in their adult lives.

Manor Green College currently has 210 learners on roll, all of whom have an Education, Health and Care Plan.

2. Legislation and guidance

This policy and information report 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 pupils with SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators and the SEND information report

3. Definitions

A pupil 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 Senior Leadership Team

They will:

- Work with the Headteacher and governors to determine the development of SEND policy and provision in the school and college
- Have day-to-day responsibility for the operation of this SEND policy and provision and the co-ordination of specific provision made to support individual pupils.
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils receive appropriate support and high quality teaching
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with prior and potential next-providers of education to ensure pupils and their families are informed about options and a smooth transition is planned
- Work with the Headteacher and governors to ensure that Manor Green College meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure Manor Green College keeps the records of all pupils with SEND up to date

4.2 The governors

The governors will:

- Monitor the quality and effectiveness of SEND provision within Manor Green College and update the governing board on this
- Work with the Headteacher and SLT to determine the strategic development of SEND policy and provision.

4.3 The Headteacher

The Headteacher will:

- Work with the governors and SLT to determine the strategic development of the SEND policy and provision in the school and college
- Have overall responsibility for the provision and progress of learners at Manor Green College

4.4 Class teachers

Each class teacher is responsible for:

- The progress and development of every pupil 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 SLT/Assistant Heads to review each pupil's progress and development and discuss any changes to provision
- Ensuring they follow the Manor Green College SEND policy

5. SEND information report

5.1 The kinds of SEND that are provided for

Learners' needs may be categorised into four broad areas and are included in EHCPs:

Communication and Interaction

Cognition and Learning

Social, Emotional and Mental Health

Sensory and/or Physical

Many of our learners have more complex difficulties and have a range of needs across more than one of these areas. Their provision is described in relation to these four categories and provided accordingly.

Manor Green College is committed to fulfilling all aspects of provision as described in a learner's EHCP.

Manor Green College is a maintained generic special school catering for learners from 11-19 years old. We have provision to meet the needs of children with learning disabilities from moderate to profound. Many pupils also have additional needs, such as Speech, Language and Communication Needs, Autism, physical disabilities and sensory impairments.

5.2 Identifying pupils with SEND and assessing their needs

All learners attending Manor Green College have an Education, Health and Care Plan (EHCP), which identifies the school as the most appropriate provision for the pupil. This also identifies the learner's primary needs and any additional needs. The annual review of the Education Health Care Plan ensures each pupil's current needs are considered regularly. Manor Green College works closely with therapists and external agencies to identify and support the holistic needs of every learner. The process of review enables staff and other professionals to identify additional strategies, resources, interventions, or therapies that support pupils in making progress as their needs change over time.

5.3 Consulting and involving pupils and parents

Manor Green College aims to have effective partnerships with parents and carers. This is achieved through a shared understanding of the needs of our learners and regular discussions on progress through Annual Reviews, termly parents' conversations as well as informal conversations and meetings throughout the year.

We also encourage parent support groups and some meet within our school and college. The Parent/Carer Offer Programme was launched in September 2024, an initiative focusing on different categories of support as follows:

- Category 1 – External Professionals
- Category 2 – Internal Professionals
- Category 3 – Coffee mornings
- Category 4 – Targeted support

The Friends of Manor Green Schools organise social events as well as fund raising activities. For further information about our upcoming events please look on our website or contact the office.

Manor Green College values support from parents and carers and tries to respond to any comments or concerns raised. The Annual Review process is also used as a forum for setting outcomes and agreeing actions for each year. Pupils are consulted about their own learning, participate in the Annual Review process and work with staff teams on their Next Steps targets wherever possible. Learners also elect their own representatives for the Student Council.

5.4 Assessing and reviewing pupils' progress towards outcomes

We have a robust system of reviewing our provision each term using a range of tools, including the Ofsted framework, our self-evaluation and Manor Green College Development Plan. This involves looking at:

1. Pupil progress
2. Next Steps
3. Behaviour and Safety (inc. medical provision)
4. Leadership and Management
5. Quality of Teaching
6. Curriculum
7. Social Moral Spiritual and Cultural Education
8. Attendance
9. Therapeutic input and interventions.

Governors are involved in this process and receive regular reports.

Additional funding, such as Pupil Premium, is identified and tracked to ensure the impact is effective.

All teachers and support staff who work with the pupil 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 pupil's progress.

5.5 Supporting pupils moving between phases and preparing for adulthood

Admissions to the Manor Green College are determined by the Local Authority and it is their responsibility to ensure that provision meets the needs of your child as identified in EHCP. Parents are encouraged to visit Manor Green College as part of this process. Transition visits are arranged for every learner so they can familiarise themselves with the environment and meet staff and classmates. Additional information in a transition booklet is often used to support learners as they visit and begin attending.

When the time comes for your child to move on we will liaise with the future placement to best support our leavers' next steps. Transition planning is a vital part of the annual review process from year 9 onwards, and learners are encouraged to be involved with their future plans as much as possible. Pupils and families start to look at possibilities for their future. Some students have the opportunity throughout KS4 and KS5 to benefit from college links and specialist adult providers in order to familiarise themselves with post-16 and post-19 options. An annual Next Steps 'Transition' event is held to support families in the transition decision making process.

5.6 Our approach to teaching pupils with SEND

Every learner will follow the National Curriculum which is adapted to their needs and their learning. It will be differentiated to enable them to make progress and access learning at an appropriate level.

Throughout Manor Green College pupils are grouped according to their needs, abilities, and age. The level of support will depend on a child's needs, as identified in their EHCP.

The curriculum has been reviewed in line with new regulations. Our aim is to provide a curriculum that is relevant, broad and balanced to ensure high levels of interest and engagement whilst covering all areas required to enable pupils to progress. Pupils at the College will have access to a wide range of opportunities to develop as young adults. These may include independent living, life skills and community learning as well as the more 'academic' subjects, dependent on ability and individual needs. All planning, including long term, medium term and short term, is differentiated within each class.

5.7 Adaptations to the curriculum and learning environment

Every learner will initially have their needs identified through their Education Health Care Plans. We constantly review this and use our expertise and experience to identify when and where additional support may be required. The Annual Review process is used to formally make changes to EHCPs, in consultation with the WSCC SENAT Team.

5.8 Additional support for learning

Resources are allocated to pupils according to a learner's assessed need. Staffing is allocated to classes/year groups flexibly with some individual students receiving more support than others, sometimes for short spells of time as required. Some pupils also have individualised equipment that will enable them to access the curriculum and the social environment of Manor Green College.

We have a robust safeguarding policy in place and the pastoral care of our learners is a major part of our work at Manor Green College. Pupils' health and well-being is paramount. Personal Care is conducted discreetly, with dignity and whilst encouraging and maintaining independence whenever possible. We work closely with medical practitioners if your child has a health need and will discuss with you a Health Care Plan and the administration of any prescribed medication. We also work closely with Social Care and the Child Disability Team, and our pastoral leaders work regularly with learners to support their well-being and personal development.

5.9 Expertise and training of staff

All our staff receive training and support to meet learners' educational, social and health needs. Every member of staff completes a course in safeguarding and child-protection, universal Speech and Language training, Moving and Handling, basic Makaton and Positive Handling (Team Teach).

In addition to the statutory training within the school and college we have staff trained in attachment disorders, Sensory Processing, Hydrotherapy, Rebound Therapy, specialist medical and mobility needs, and a number of specialist Autistic Spectrum Condition trained staff. Many staff are also trained in the use of assistive technology to support our learners in accessing the curriculum.

5.10 Ensuring accessibility

The buildings are wheelchair accessible, and have disabled toilet facilities, sensory rooms and trampolines. The school site also has a hydrotherapy pool, adapted changing rooms, hygiene rooms, ceiling tracking and hoists, a sensory circuits room and sensory garden, and a rebound trampoline. We have minibuses with tail lifts so that all pupils can access the local community.

5.11 Evaluating the effectiveness of SEND provision

Manor Green College facilitates a range of opportunities to discuss learner progress including parent/carer learning conversations. We also discuss progress at Annual Reviews and our expectations for each learner. We communicate with families regularly through our home school books, class Dojo, by telephone or email. As well as the Annual Review, we provide an Annual Progress Report each Summer detailing subject progress and non-academic progress such as social skills, independence and positive behaviour.

We use Earwig and MAPP assessment systems to track and record progress against Annual Review outcomes for all of our learners. Staff teams also discuss and plan for those pupils who are not making expected progress at Pupil Progress Meetings in the Autumn and Spring terms.

5.12 Enabling pupils with SEND to engage in extra-curricular activities

At Manor Green College learners have the opportunity to access trips including residential experiences if families wish through the Duke of Edinburgh programme. Our off-site visits are designed to enhance curricular and recreational opportunities for all our pupils. They provide a wide range of experiences beyond those available on-site to promote independence, develop confidence and social understanding and to participate in the wider community. We offer some after school activities at the college site and after school clubs are available at the school site. All visits and activities are risk assessed to ensure they are appropriate.

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

5.13 Support for improving access, engagement and social-emotional development

We have a number of specialists at Manor Green College, and a wide range of external services with whom we liaise regularly to support our learners' needs. A dedicated Pastoral Team is supporting both pupils, class teams and parents/carers.

Physiotherapy, Occupational Therapy, Speech and Language Therapy and school nursing are all attached directly to Manor Green College, as well as our Partnerships Co-ordinator.

5.14 Working with other agencies

We work closely with outside specialist services including Hearing Impairment, Visual Impairment and the Educational Psychology services, Music Therapy, CAMHS, Social Care and partnership schools and colleges in our local area.

5.15 Complaints about SEND provision

Complaints should be directed to the child's class teacher and, if necessary, can be escalated to the Deputy Headteacher or the Headteacher. If a resolution is still not found, the next stage will be to contact the Chair of Governors.

Concerns regarding provision outlined in EHCPs can be shared with Manor Green College, who can support families in approaching WSCC SENAT if necessary.

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

A comprehensive list of local services to support pupils with SEND is published and maintained on The Local Offer, which we would recommend as a first point of contact for identifying activities, services and expertise relevant to our learners.

The information in this report itself also forms a part of the West Sussex Local Offer, which can be accessed at:

<https://westsussex.local-offer.org/>

6. Monitoring arrangements

This policy and information report will be reviewed by the Senior Leadership Team 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 body.

7. Links with other policies and documents

This policy links to our policies on:

- Behaviour Policy

- Equality information and objectives
- Supporting pupils with medical conditions