

14–16 Special Education Needs (SEN) Policy

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1. Scope and Purpose of Policy

This policy applies to all 14-16 year old students who are enrolled at the college. It is designed to meet the requirements of The Education (Special Educational Needs) (Information) (England) Regulations 1999, the Special Education Needs Code of Practice (2001 and the (0-25) Special Educational Needs Code of Practice, September 2014.

2. Policy Statement

The SEN Code of Practice 2001 does not apply to colleges post 16 but guidance given by DfE in the *Full-time enrolment of 14-16 year olds in further education and sixth form colleges, June 2013*, states that it should be used as a model for the expected practice for 14-16 provision within colleges.

The SEND Code of Practice 0-25, September 2014, states that FE colleges have the duty to use their best endeavours to secure the special educational provision that the young person needs. FE colleges must fulfil this duty for students with SEN whether or not the students have Education and Health Care plans (EHC). This duty applies in respect of students with SEN up to age 25 in further education including those aged up to 14-16 recruited directly by colleges.

3. Linked Policies and Procedures

Safeguarding Policy and Procedure
Additional Learning Support Policy and Procedure
Equality and Diversity Policy and Procedure

4. Equal Opportunities

Equal Opportunities Statement

See Equal Opportunities Policy and Procedure

5. Location and Access to the Policy

The 14–16 Special Education Needs (SEN) Policy and Procedure is stored on the Tower Hamlets Mercury and Moodle sites.

Person (s) Responsible for the Policy

- Narzny Khan, Director of Foundation and Supported Learning
- Rabia Khanom, Senior Curriculum Manager and Head of 14-16 Provision
- Philip Martinez Group Deputy Director

6. 14-16 Special Education Needs (SEN) Procedure

Definitions

Tower Hamlets College adopts the following definitions:

1. The DfES SEN code of practice 2001 states that "*A child has special educational needs if he or she has a learning difficulty which calls for special educational provision to be made for him or her.*"
2. Section 19 of the Children and Families Act 2014 states that a student has SEND if they have a significantly greater difficulty in learning than the majority of students of the same age, or if they have a disability which puts barriers in the way of making use of educational facilities of a kind generally provided for students of the same age.
3. Special educational provision extends to students who do not require statements of special educational needs as well as to those with statements.

7. Procedure

1. When a parent/student applies they will be invited to a one-to-one meeting with the Head of the 14-16 provision and if appropriate an ALS manager to discuss the curriculum and any additional needs.
2. When a place is offered, the college will liaise closely with the Local Authority, previous schools, parents/carers and other outside agencies as appropriate. Additional needs will normally be identified before a student starts college.
3. When an additional need has been identified and appropriate support identified an on-going process of assessment and monitoring will be put in place and support adjusted accordingly
4. During the normal process of assessment and monitoring students who are not making progress will be identified and may receive additional support.

8. Assessment

Assessments are selected depending on the needs of the learner.

Examples of Assessment:

- Transition information
- Information from schools, local authorities and NHS
- Educational Psychologist reports
- Information from parents/carers
- Information from external agencies
- Spelling and reading tests
- Diagnostic testing
- Dyslexia screening and monitoring
- Monitoring and tracking systems
- Information from staff including reports, reviews and referrals
- Test scores

9. Access to Curriculum

Tower Hamlets College ensures that all learners with SEN are admitted on an equal basis with others in accordance with its admissions policy. Teachers use a range of differentiation to provide effective learning opportunities for all students. All students are assessed and grouped for the core subjects of English, Maths and Science.

10. Inclusive Practice

All learners are treated equally and encouraged to fully participate in all activities. Appropriate adjustments will be made for SEN learners, where required, including the use of technology and/or support.

A learner who has been identified as SEND will be supported by the ALS department as appropriate and an Individual Support Plan drawn up. This plan will also be available to parents/carers.

11. Learning Support

Tower Hamlets College 14-16 provision has a dedicated team of teaching and support staff.

Where required, a Learning Mentor (support worker) will be allocated to support individual learner needs. Learning Mentors work with individual learners and small groups of learners. Those working with learners with SEN will:

- Be aware of the 14-16 Policy and Procedure for SEN.
- Be fully aware of the individual needs of all of their learners.
- Contribute as required to any review process.
- Raise any concerns with the Head of the 14-16 provision or an ALS manager

12. Learner/Parents/Carer participation

Tower Hamlets College will ensure that, where appropriate, all learners and their parents/carers are:

- Involved in decisions on how individual needs will be met
- Invited to attend review meetings
- Encouraged to be involved in setting and reviewing targets

13. Accessibility and facilities for Learners with Special Educational Needs

Both college sites are accessible for students with disabilities and or learning difficulties.

A wide range of equipment and assistive technology is available.

14. Staff Training

All staff working with the 14-16 cohort receive college-wide and specialist training including Safeguarding and Equality and Diversity training.

15. Evaluation of SEN Policy

This policy will be monitored and reviewed regularly to assess its implementation and effectiveness.

14. Complaints Procedure

Tower Hamlets has a detailed complaints procedure. Copies of this procedure can be supplied on request.