

Policy Basis:

This plan complies with the statutory requirement laid out in the Special Educational Needs and Disability (SEND) Code of practice 0-25 (Sept 2014) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of practice 0-25 (September 2014)
- Schools SEN Information Report regulations (2014)
- Statutory guidance on supporting pupils at school with medical conditions (April 2014)
- Safeguarding Policy

ACADEMY POLICIES

Target	Tasks	Timescale	Finance	Responsibility	Monitoring	Success Criteria
Ensure all policies consider the implications of the Disability Discrimination Act and reflect inclusive practices and procedures	<ul style="list-style-type: none"> Consider all policies in view of priorities and relevant legislation To comply with the Equality Act 2010	Ongoing	N/A	CEO Trustees	CEO Trustees	Access to all aspects of academy life for all students

ACCESS TO CURRICULUM

Target	Tasks	Timescale	Finance	Responsibility	Monitoring	Success Criteria
To liaise with primary providers and education establishments to prepare for the new and midyear transfer of pupils each year	Attend all annual reviews for EHCPs prior to primary transition Liaise with all primary SENDCOs in Year 6 transition process Enhanced transition process for all vulnerable students – additional tours etc.	Ongoing	£140 per day cover costs for liaison time if required	L4L Team and SENDCO	SLT	Transition activities attended by all targeted students Staff attendance at all relevant transition meetings

<p>Reflect identified areas of need in lesson planning and delivery</p>	<ul style="list-style-type: none"> ▪ Incorporate Quality First Teaching into all planning ▪ Ongoing programme of staff training in disability and SEN awareness to reflect diverse needs of students planning to attend Thorns Collegiate Academy and students within the academy ▪ Purchase of resources to increase student participation <p>Pastoral support, lesson adaptations. Speech and language programmes. Access arrangements for assessments and National tests.</p>	<p>Ongoing</p>	<p>Funding for resources e.g. Reading pens, reading rulers and reading tests</p>	<p>All teaching staff SLT SENDCO Teaching staff LSAs</p>	<p>SLT – Termly basis Trustees</p>	<p>Improved access to curriculum for all students</p>
<p>Prioritise participation in academy activities for students with disabilities and/or SEN</p>	<ul style="list-style-type: none"> • Ensure student activities are accessible to all students • Ensure equitable access to extra curricular activities and trips • Create personalised risk assessments and access plan for individual children. • Liaise with external agencies, identifying training needs and implementing training where needed. <p>Ensure actions including emergency evacuation procedures, are clear and that staff are capable of carrying them out.</p>	<p>Ongoing</p>	<p>Staffing, modified transport, cover for LSAs, buying adapted equipment</p>	<p>SLT Teaching staff LSAs</p>	<p>SLT Trustees</p>	<p>Full participation in academy life for students with disabilities and/or SEN</p>

Establish and maintain close liaison with outside agencies and families of pupils with additional needs	<ul style="list-style-type: none"> • Regular SENDCO forums • Ensure email links are distributed • Monitor effectiveness of info box • Planning meetings with outside agencies scheduled annually Financial review of outside agency commitment to ensure appropriate deployment of resources	Ongoing	£25,000 per annum – LSS and Educational Psychology budget £11,000 per annum – testing budget	SENDCO	Principal	All service reports and reviews are widely distributed and lead to concrete action
TECHNOLOGY AND ACCESS						
Ensure access to computer technology appropriate for students with disabilities and/or SEN	<ul style="list-style-type: none"> ▪ ICT plan includes prioritised purchasing list for computer technology as required for students with disabilities and/or SEN ▪ Academy ICT staff to update on available technology on a termly basis 	Ongoing	£400 per device (approx) as need arises	Curriculum leader for ICT SLT	SLT with SENDCO - Termly	Access to appropriate computer technology will be improved as required for students with disabilities and/or SEN
SAFEGUARDING AND SUPPORT						
Ensure all students have open, supportive and smooth access to Safeguarding, Nursing and pastoral services appropriate to their needs.	<ul style="list-style-type: none"> • A regular programme of assemblies and awareness raising events by appropriate staff • Integrated PHSE, RSE and careers education through the Session 1 Personal Development programme • Maintenance of a vigilant, supportive, open culture through the actions of all staff • Use of multiple modes of contact for key safeguarding staff, and online platforms e.g. Kooth to maximise accessibility 	Ongoing	N/A	All staff	SLT incl. DSL	Appropriate, timely access to services according to need for all students

WORKPLACE ACCESSIBILITY

<p>Ensure an accessible workplace for all staff and potential employees undergoing the application processes, attempting to remove barriers which restrict working and/or life choices</p>	<p>Encourages all employees, pupils (or their parents/carers) or stakeholders to alert a relevant member of staff if they are disabled or become disabled in order that the Trust can support them as appropriate.</p> <p>If employees, pupils or stakeholders experience difficulties at work or school because of their disability, they should speak to their line manager or a senior member of staff to discuss any reasonable adjustments that would help overcome or minimise the difficulty. If necessary, line manager or senior member of staff to consult with other senior staff, the HR Team, the individual and their medical adviser(s) about possible adjustments. In the case of an employee, the Trust may also seek advice and guidance from an occupational health advisor. The Trust will consider the matter carefully and try to accommodate the individual's needs. If the Trust consider a particular adjustment would not be reasonable, the reasons will be explained, and the Trust will try to find an alternative solution where possible.</p> <p>The Trust will monitor the physical features of the organisation's premises and buildings to consider whether they place disabled workers, pupils or stakeholders at a substantial disadvantage compared to other staff, pupils or stakeholders. Where reasonable, the Trust will take steps to improve access for disabled individuals. (Taken from Trust Equality Policy, ratified March 2021, and reviewed every three years)</p>	<p>Ongoing</p>	<p>N/A</p>	<p>CEO Trustees HR Team SLT</p>	<p>CEO Trustees HR Team SLT</p>	<p>Access to all aspects of academy life for all staff</p>
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SITE AND EQUIPMENT

<p>ACADEMY BUILDINGS Ensure that access to academy buildings and site can meet diverse student, staff, and visitor needs</p>	<ul style="list-style-type: none"> ▪ Accessibility & clarity of signs around academy ▪ Awareness of independent access <ul style="list-style-type: none"> ▪ Clear identification of room functions ▪ Ensure all ramps are in good, workable condition and are regularly checked and maintained ▪ Ensure both lifts are cleaned each day, regularly checked for damage, wear and tear, are maintained and serviced regularly ▪ Care room is accessible, clean and fit for purpose ▪ Personal Care room is accessible, clean and fit for purpose ▪ Staff are trained to respond to the alarms in the Care Room and lifts 	<p>Ongoing</p>	<p>Maintenance of ramps, lifts, specialised equipment, maintenance of care room and nutrition room; possible conversion of toilets</p>	<p>SLT Trustees Site Manager</p>	<p>SLT Trustees</p>	<p>Access to academy buildings and site maintained and improved where required</p>
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<p>ACADEMY EQUIPMENT Ensure all necessary equipment is fit for purpose</p>	<ul style="list-style-type: none"> ▪ All specialised equipment is regularly checked, serviced and maintained 	<p>Ongoing</p>	<p>Service charges</p> <p>(e.g. £43 per hoist, service and test One Astor Bannerman bed £35; £43; service and test Mangar Elk £43; service and test Arjo Maxi Twin Hoist £43; Service and test powered Mountway solo toilet £43)</p>	<p>Site Manager SENDCO</p>		
<p>CLASSROOMS Ensure that classrooms are optimally organised for students with disabilities and/or SEN within current restraints. Identify needs & actions for future improvements.</p>	<ul style="list-style-type: none"> ▪ Plan classrooms in accordance with student need ▪ Organise resources within classrooms to reflect student need ▪ Incorporate accessibility into any proposed new buildings and modifications to existing buildings ▪ Provide quiet areas within the academy for students with ASD and for other vulnerable students ▪ Review accessibility in all areas of academy life ▪ Ensure height adjustable tables are in the classrooms where they are required and are in good working condition (maintenance required) • Appropriate use of specialised equipment e.g. radio mikes, enlarged reading material, sloping boards, coloured overlays etc. 	<p>Ongoing</p>	<p>Staff supervision cost Room conversion £10K</p>	<p>SLT Site manager All teaching staff CEO Principal Trustees</p>	<p>Trustees</p>	<p>Appropriate use of resources for diverse needs of students with disabilities and/or SEN</p>

