

Policy Title: Send Information Report

Mortimer



Leader: Mrs H Cooper

Review Date: October 2025

Policy and Procedures

INTRODUCTION

The revised SEND Code of Practice (DfE, April 2014) states: 'The governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools must publish information on their websites about the implementation of the governing body's or the proprietor's policy for students with SEND.

PURPOSE OF THE SEND INFORMATION REPORT

The Special Educational Needs (SEND) Information Report exists to inform parents/carers and young people in a straightforward manner about how Mortimer Community College implements its policies towards SEND. This will be updated annually.

RELEVANT CONTACT DETAILS

Special Educational Needs Coordinator (SENCo) at Mortimer Community College is Mrs Charlene Dine who can be contacted via email at: SEND@mortimer.school.

ETHOS

What kinds of SEND are provided for at the College?

Mortimer Community College is an 11-16 secondary comprehensive school. All schools are expected to provide SEND support for a wide range of students, including those with:

- Communication and interaction needs;
- Cognition and learning needs;
- Social, emotional and mental health needs;
- Sensory and/or physical needs.

Communication and interaction needs include speech, language and communication needs (SLCN) and autism spectrum difficulties (ASD). Cognition and learning needs includes moderate learning difficulties, severe learning difficulties, dyslexia, dyspraxia and dyscalculia. Social, emotional and mental health needs includes attention deficit disorder, attachment disorder, or an anxiety disorder. Sensory and/or physical needs include physical disability, hearing impairment or visual impairments.

How are special education needs identified and assessed?

Assess

Our SENCo and class teachers will work together to analyse needs using a range of sources, including Mortimer's approach to student progress, attainment and behaviour. Consultation is key and it may be necessary to consult widely both in school, with parents/carers and with external support services to get the best picture of needs. Establishing close links with those responsible for assessment and home school links is also important to us here at the college. The assessment should be reviewed regularly.

Plan

This is when the College decides to provide SEND support. Parents/carers are formally notified and invited to a planning meeting. Interventions and support are provided in consultation with the parents/carers, child, SENCo and class teachers. The expected progress, development and behaviour are agreed, and a date for review set. In this planning phase, we identify the gaps in the child's learning and current provision, and what is expected in terms of results following any provision.

Do

This involves providing effective support and interventions with regular feedback to students, parents/carers and staff about progress. Our SENCo and Learning Support team support class/subject teachers in any further assessment and provide coaching and mentoring in all aspects of curriculum modification.

Review

Here at the college we have termly reviews of progress. Review meetings with parents/carers and students occur twice a year. Baseline data and outcomes will guide the review and this information is communicated to parents/carers via school reports and any gaps can be identified and planned for.

Students are identified as having SEND when they have a significantly greater difficulty in learning than the majority of students the same age or have a disability which prevents or hinders them from making use of education facilities of a kind generally provided for children of the same age in schools within the area of the Local Authority (SEND Regulations 2014).

Information from a student's previous school will initially be used to determine whether a student has already been identified as having special educational needs. If required, the College may attempt to assess whether these needs are still apparent.

At Mortimer all students are tested on entry for their reading comprehension and spelling ability through standardised testing. The results of these tests, along with their KS2 data, baseline testing in Year 7 and information gathered prior to entry, will determine the level of initial intervention. As well as this the following graduated approach as outlined in the SEND Code of Practice will be followed:

- High quality and appropriately differentiated teaching using evidenced based approaches;
- Targeted provision which is focused on individual need and personal outcomes;
- Involving of outside agencies as and when appropriate.

There are many barriers to learning that all students may face at some point in their time at school. All teachers are expected to consider the individual learning needs of all students and make some changes to their approach to ensure that all students achieve. If a teacher has further concerns, they can seek advice from the SENCo.

Parents are encouraged to share concerns with the College at their earliest opportunity.

What is the College's approach to teaching students with SEND?

Mortimer Community College aims to help all students realise their potential. Mortimer Community College will support your child in all aspects of academic and social development. We have a highly skilled team of teachers who provide quality first teaching in fully inclusive classrooms. To further support students who are identified as requiring additional support, we also have a team of Learning Support Assistants, who have experience of working with students with SEND. There are several intervention strategies in place including the reading intervention programme 'Reading Plus', and support for Literacy and Numeracy. We also have a Learning Zone staffed with two SEND specialist teachers who have created a bespoke literacy and numeracy curriculum for students who require a longer period of transition from primary to secondary. This provides specialised teaching for students identified at year six who require a high level of SEND support throughout KS3.

How does the College adapt the curriculum and environment for students with SEND?

The curriculum would be matched to your child's needs through, in the first instance, Quality First Teaching and appropriate differentiation. Certain resources might be allocated to support and make learning easier. Additional interventions might be appropriate.

Our school is a safe and accessible building which complies with the Health and Safety at Work Act 1974 whereby we ensure the health and safety of all students with disabilities and/or students with SEND. This is balanced with the Equality Act 2010 which requires us to make 'reasonable adjustments' to ensure that disabled students can fully participate in the education provided. All safeguarding procedures and risk assessments are in place and adhered to by all staff.

What is the level of training and expertise amongst Mortimer Community College staff?

As all staff support the learning of students with special educational needs, it is expected that all teachers and Learning Support Assistants undertake professional development in this area. Over the previous two years a succession of Lead Practitioners have been appointed who provide regular training based on teaching and learning, including the six effective strategies of teaching and learning: retrieval practice, interleaving, dual coding, effective modelling and elaboration.

The SEND department is overseen by the Senior Lead Practitioner, Holly Cooper who holds a postgraduate certificate in Assessing for Access Arrangements. The qualification allows her to identify and assess students with learning difficulties which may impact their ability to show what they know and can do in KS4 assessments. Staff in the department are qualified and experienced, with a Head of SEND and part time Second in SEND who robustly monitor, assess, and support students with a range of learning needs. A qualified counsellor currently works on a part time basis to support students who present with social, emotional, and mental health difficulties. A primary trained teacher works exclusively with students in year 7 and 8 identified with SEND needs, particularly in relation to the development of their basic literacy and numeracy skills.

EVALUATING EFFECTIVENESS

How does Mortimer Community College evaluate the effectiveness of its provision for students with SEND?

The College evaluates the effectiveness of its provision in a number of ways including:

- Comparing the achievement of Mortimer Community College students to similar students nationally
- Lesson observations
- Book scrutiny
- Learning Walks
- External Examination Results
- Improvement in reading ages
- Discussions with students and parents/carers
- Guidance from external specialists (e.g. Educational Psychology Service)
- The College's self-evaluation process

How does the College monitor the progress of students with SEND?

The academic progress of all students is monitored in line with the school's assessment procedures and any signs of underachievement is acted upon by the relevant staff.

All staff are responsible for assessing, monitoring and tracking the progress of students. Each student is regularly assessed in class in all subjects. Student progress is reported to parents once per term.

ADDITIONAL SUPPORT

How will my child be included in activities outside the classroom, including school trips?

As an inclusive college, we ensure that students with SEND take as full a part as possible in all college activities. We deliver practice that ensures that statutory obligations with regard to SEND are met. No student is omitted from a trip due to their specific needs. Risk assessments are in place and adhered to.

What is available for the emotional and social development of students with SEND?

Here at Mortimer Community College we pride ourselves in providing a high-level of student support and guidance. One way we support our students is through the pastoral year group system. Each student is part of a form group and will have a form tutor who will remain with them as they progress within the school. This provides continuity and builds strong relationships between tutor and students.

All students have access to a pastoral support structure within the school that includes:

- Form Tutor
- Pastoral Support staff (Non- teaching Head of Year)
- Attendance Officer

In a small number of cases, referral to an external support service may be appropriate.

INVOLVING PARENTS/CARERS AND STUDENTS

How are parents involved in the decisions made for their child?

Staff at Mortimer Community College recognises the important role that parents/carers can play in supporting the educational achievement of their children. In addition to all statutory obligations of schools to report to parents/carers, regular liaison between home and school to ensure that the concerns are identified early and provision match their needs:

- Annual school report
- Parent evenings
- SEND Support Plan reviews
- ECHP Review

How are students with SEND involved in the decisions made for them?

Student cooperation and involvement is central to ensuring that any provision put in place for them is welcomed and effective. Students are encouraged to review and reflect on their learning achievements and contribute to agreed outcomes in meetings. Students are also involved in creating their personal profile or pupil passport which is made available to all staff.

EXTERNAL SUPPORT

What additional expertise can be accessed for students with SEND?

Staff at Mortimer Community College aim to work effectively with outside agencies (including Local Authority support services and voluntary organisations) to fully supports the achievement of all students. Such services include:

- Educational Psychologist
- Educational Psychology Teacher
- Social Services

- Speech and Language Service
- Children and Young People's Service
- Family Support Service
- LAC Service
- Hearing Impairment Service
- Developmental and Co-ordination Disorder Clinic
- Children and Young Peoples Well-Being Panel

How can I contact other support services for my child?

The best place for up-to-date information on other support services is South Tyneside LEA "Local Offer" website. Details are at the end of this report.

TRANSITION ARRANGEMENTS

How are students supported for transition during Year 6?

The SENCo, Learning Zone teacher and transition teacher will attend Year 6 transition review meetings of any student for whom a placement at Mortimer is being considered.

A transition programme is run for Year 6 students who will be joining the school in September.

Some Year 7 students work with a transition mentor. The Learning Zone was set up in January 2016 for year 7 students who are considered vulnerable because of their academic and/ or social needs. This has expanded to two groups of ten who are taught by two specialist teachers who share this role.

There are a number of additional ways that students with SEND can be supported to make a successful transition to Mortimer Community College, this may involve

- Transition days
- Summer School
- Additional visits for students to familiarise themselves with the environment and key staff

How are students supported for the transition post-16 education?

From Year 9 Students with SEND have access to Services for Young People who will give advice on appropriate course or training and ensure that they receive appropriate support at their next educational placement.

The college also holds an annual Careers Conference for students and parents/carers to meet with representatives of local providers of post -16 education and apprenticeships. Vulnerable students visit six form provision with the support of an LSA and a representative from Services for Young People.

The assembly programme enables post-16 providers the opportunity to come in and speak to all students in Year 10 and 11 regarding post-16 education and their next steps.

Additional visits are arranged for students to visit the post-16 providers throughout the year.

COMPLAINTS

What is the procedure for registering a complaint with the Governing Body?

If a parent/carer has any concerns or complaints regarding the provision in place for their son/daughter, an appointment can be made by them to speak to a member of the SEND team by emailing SEND@mortimer.school with their concerns.

LOCAL OFFER

What is the “Local Offer”?

Since September 2014 every Local Authority has been required to publish information about services, they expect to be available for children and young people with special educational needs (SEND) and/or disabilities aged 0-25 years. This is known as the “Local Offer”. This website puts all the information about education, health and care services, leisure activities and support groups in one place, making it easier for families to access and use a vast range of information and resources. The Local Offer seeks feedback from families on local provision and gaps in services to ensure that the commissioning of services is more responsive to local needs and aspirations.

Where is South Tyneside’s “Local Offer” published?

South Tyneside’s LEA “Local Offer” can be found at:
<http://www.southtyneside.gov.uk/article/8126/Special-educational-needs>