



WINCHESTER  
COLLEGE

## SENDA Policy and Plan

**Next review date: December 2020**

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### **Background: SEN Code of Practice**

- The Special Educational Needs Code of Practice was introduced in the 1993 Education Act and consolidated in the 1996 Education Act. The SEN and Disability Act, was passed in 2001, and was replaced by the SEND Code of Practice in 2014.
- The Code of Practice does not assume there are hard and fast categories of special educational needs but recognises that the needs of each child are unique.
- An important development within the 2014 Code of Practice is that young people, as well as their parents, should be encouraged to participate as fully as possible in decisions relating to their learning and support. Additionally, they should be provided with the information and support necessary to enable participation in those decisions.
- The SEND Code of Practice is designed to give guidance to state schools and LEAs and it is the aim of Winchester College to develop a policy that reflects the core principles and aims of the SEND Code of Practice (2014).

### **Definition of Special Educational Needs**

The following definition, accepted by Winchester College, is included in the SEND Code of Practice (2014):

- A young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.
- A young person has a learning difficulty if they:
  - have a significantly greater difficulty in learning than the majority of others of the same age, or-
  - have a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions
- Winchester College recognises that SEND candidates, while sharing symptoms and characteristics according to their unique profile, will generally fall into the following categories:
  - Dyslexia
  - Dyspraxia/Dysgraphia
  - Dyscalculia
  - Attention Deficit Disorder / Attention Deficit Hyperactivity Disorder
  - ASD
  - Hearing Impairment
  - Hypermobility.

- Winchester College recognises, in addition, that special needs children occupy one end of a continuum of pupils who each have individual, although less pressing needs. In other words, children who are defined as SEND children by qualified educational psychologists or specialist teachers share, in a significant number of cases, comparable strengths and weaknesses to those who are not so formally defined.
- Winchester College recognises and accepts willingly its moral duty to accept SEND pupils into the school providing, in all other respects, the pupils are able to make full use of the educational and extracurricular facilities offered by the school. Parents and prep schools of prospective pupils with SEND are invited to submit relevant assessment reports, including those by educational psychologists, at the beginning of the academic year in which the entrance / election paper is due to take place. This may facilitate special arrangements for Winchester College entrance, including the use of a laptop and/or extra time where appropriate, although arrangements should be the pupil's 'normal way of working' within the classroom, and when completing homework assignments.

### **Definition of Disability**

A child or young person is disabled if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities (as defined by the Equality Act 2010). Not all pupils who have SEN are disabled. Not all disabled pupils have SEN.

### **Further aspects relating to SEND provision**

- **Admissions**
  - The School is academically selective and welcomes all boys who can make the most of the opportunities offered and can flourish in its caring environment. The School's Admissions Policy aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with disabilities.
  - The School will treat every application from an SEN and disabled pupil in a fair, open-minded way. However, the School will assess all pupils for admission on the basis of its standard selection criteria from time to time.
  - The School endeavours to ensure that it is able to fully support the needs of all prospective pupils. Parents of boys with disabilities, SEN or learning difficulties are advised to discuss their son's requirements with the School before the School considers the application for a place and before they sit the School's entrance exam so that adequate provision can be made for them on the day. Parents are asked to provide a copy of a medical report or educational psychologist's report to support a request, for example, for large print material, extra time, use of laptops or other special arrangements. Before an offer of a place is made, the School will assess whether it is able to adequately cater for and meet any SEN and disabilities (if known) through discussion and meetings with parents, consideration of any professional reports and references from previous schools, assessment of the pupil at a taster day, as appropriate.
  - An offer of a place may not be made if the School determines, following consultation with parents, that they are unable to meet and provide for a pupil's needs. The School will always consider its obligations under the Equality Act 2010.
  - The School's Admissions Policies and Procedures are available on the School's website. They apply equally to all prospective pupils.
- **Assessment**

Pupils are assessed in terms of their potential special needs in the following sequence:

### **Before arrival at Winchester College**

- With sufficient advance communication, the School will do all that is reasonable in order to meet the needs of pupils with disabilities for which, with reasonable adjustments, the School can adequately cater. The School recognises that some pupils with a SEN may also have a disability.
- Concerns about entrance and election papers (with particular regard to English and History) are reported to the Head of Learning Support, with scripts scrutinised for signs of learning difficulties. Parents and prep schools can then be contacted as appropriate to establish whether an educational psychologist or specialist teacher assessment has previously been produced.
- It is the obligation of the pupil's parents and previous school to inform Winchester College of all information relevant to the welfare of the pupil in a boarding environment.

### **Arrival at Winchester College**

- Following consultation with the housemasters, subject teachers and parents, pupils thought to be unidentified special needs candidates meet with a Learning Support tutor who will determine whether a course of study skills and/or an assessment may be appropriate. Nonetheless, it is recognised that all pupils may need additional time to adapt to a new environment. Results are communicated to both housemasters and parents.
- Teachers are encouraged at all times to approach the Head of Learning Support if pupils are found to be under-performing significantly so that such pupils can be monitored and, where appropriate, tested for special educational needs. The Head of Learning Support and Learning Support tutors also monitor intermediate and end-of-term reports, at all age levels, for signs of under-performance.
- Teachers are encouraged to recognise that, given the high intelligence of many pupils, continual vigilance at all age levels is necessary since coping strategies often disguise learning skill problems until a threshold is reached, beyond which those coping strategies fail. The coping threshold is usually related to volume and intensity of work.

### **Communication of Pupil Status**

- Once the SEND status of the pupil has been ascertained, subject teachers, parents and housemasters are alerted.
- The pupil's name and status is entered onto the Special Needs Register. All teachers and other relevant members of staff (e.g. House Matrons, Examinations Officer, Medical Centre) are made aware of this status via SIMS, our data base and lesson registration facility, and a link to a spreadsheet which is available to all colleagues via the school network.
- It may be necessary to coordinate care and monitoring with Individual or Monitoring Welfare Plans. Housemasters and Matrons draw these up and keep all involved informed of the details. These plans are reviewed on an ongoing basis, with Housemasters and Matrons discussing their pupils on such plans in their weekly meetings. The Pastoral Support Group<sup>1</sup> may also be called upon to assist.
- Once a pupil has been added to the SEN register, advice about the nature of the learning difficulty and appropriate teaching strategies is circulated to subject teachers and housemasters.

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<sup>1</sup> The Pastoral Support Group: meets weekly and is open to any housemaster or matron who wishes to attend. It helps to co-ordinate the pastoral and medical care of individual pupils. The PSG is chaired by 2M and comprises the College Chaplain, Senior Housemaster, Lead Nurse, DSL, Deputy DSL, and School Counsellor.

## **Support for SEND Pupils**

- Support is not only offered to those pupils who are formally declared to be special needs candidates but also to other pupils who would benefit.
- It is school policy to integrate SEND pupils fully into the school's educational provision. There are no special needs subject sets.
- In addition, pupils attend individual tuition classes with Learning Support tutors. Many pupils attend these classes once a week (35 minutes), although there can be greater flexibility for older pupils. Most pupils are withdrawn from subject classes on a weekly rota basis to receive extra tuition; it is not school policy to take pupils out of sports or cultural activities. Study skills courses are flexible in length, and may run between two to twelve weeks, depending on the level of support deemed to be appropriate.
- It is not current school policy to provide touch-typing tuition for those SEND pupils who use word processing facilities, although advice and liaison with the ICT department can be provided about appropriate software programmes. Some pupils have benefited from using the 'Easy Typing Practice in 3 Days' App, which is pre-authorised by the ICT department.
- The school is undergoing a review of disabled access to all of our facilities in conjunction with the imminent redevelopment of Kingsgate Park, which will provide a fully accessible Sports Centre and Support Services building. Fully disabled compliant temporary facilities will be built for the period 2019 - 2022. The SENDA plan 2019 – 2022 detailing all this is at the end of this document.

## **SEND Pupils and Examinations**

Pupils may use a word processor in both School and public examinations, provided permission has been given by the School. Permission will be granted if, in the opinion of the School, there is a genuine need to present written material in this way. Pupils will be permitted to use word processors in both School and public examinations if;

- there is a documented recommendation to do so, prepared either by an Occupational Therapist (the School must be in receipt of a copy of the report making the recommendation), or an internal report written by a member of the Learning Support department.  
And:
  - Word-processed work is the pupil's normal mode of work presentation.
  - However, please note that the final decision regarding the use of word processors, both in normal daily work and in School and public examinations, must lie with the School.
- Many SEN pupils are eligible to have extra time, usually 25%, in their public examinations. Many are also eligible to use word processors. It is School policy to provide, wherever practically possible, the same conditions for internal examinations.
- SEND pupils are monitored during their first year in order to determine whether extra time is appropriate within the secondary school setting, and to build up evidence of need. The majority of SEND pupils will then be assessed by an internal specialist teacher during their second year, and this report can be used as evidence for access arrangements, including extra time in internal and public examinations if appropriate. External educational psychologist reports can provide useful background information, but are not generally used within access arrangements applications.
- Pupils receiving extra time in examinations will need to be able to demonstrate that extra time is their 'normal way of working'.
- It is the Learning Support Head of Department's duty to keep the Examinations Officer fully briefed as to the specific requirements of SEND pupils.

### **Post Winchester College Support**

It is school policy to offer support to SEND pupils in their transition to places of further education. The Head of Learning Support will act on behalf of pupils who wish to receive support from their chosen universities and colleges and provide written documentation where appropriate. Advice will also be given to parents where sought. Most universities, colleges and LEAs will require an educational psychologist's or a specialist teacher's report that predates the application by no more than three years.

### **Additional Duties of Head of Learning Support**

It is the role of the Head of Learning Support to facilitate Common Room awareness of the implications of having pupils with special educational needs by:

- Regular addresses and seminars, both during the Headmaster's Weekly meeting and on other occasions;
- Involvement in the Induction Programme attended by new members of Common Room;
- The establishment and maintenance of an SEND database;
- To remain fully aware of developments in the testing and teaching of SEND pupils;
- To brief Common Room on any changes to the law with regard to the appropriate provision for SEND pupils;
- To monitor and evaluate advances in ICT software relating to their potential use by SEND pupils;
- To arrange, and chair meetings for those teachers and tutors involved in the provision of the support for SEND pupils;
- To make and maintain contact with feeder prep school headmasters and SENCOs;
- To offer advice and support to the Registrar, and Housemasters, with regard to the interpretation of educational psychologists' reports that might be received in advance of an application;
- To help facilitate the development of a special needs friendly school.

## SENDA Plan 2019 - 2022

<b>1. Increasing the extent to which disabled pupils (including those with learning difficulties) can participate in the whole curriculum.</b>	
<ul style="list-style-type: none"> <li>Review of known disabilities of current pupils and audit of accessibility. (SENCO)</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Annual review of known disabilities of new pupils to involve consultation with pupils, parents/guardians, previous schools and relevant professionals. (SENCO)</li> </ul>	Every June - September
<ul style="list-style-type: none"> <li>Action to make curriculum accessible to those whose needs have been identified through review of known disabilities of current and prospective pupils. (SENCO)</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Review of registration and entrance procedures to ensure that potential pupils with disabilities are not discouraged from making applications to Winchester College. (REGISTRAR)</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Since the November 2015 inspection, the school's senior management structure has been re-organised such that there is now (since April 2018), in addition to the Deputy Head (Academic), a Director of Studies, whose principal task is to develop pupil monitoring and tracking systems. In September 2017 the school re-introduced MidYiS baseline testing at Y9 entry to complement the Moray House testing and other internal mechanisms that had been in place previously. The co-ordination of our various testing and grading processes are now on a much firmer footing. Forecasts of future success are easier to make, and pastoral and academic oversight can now be viewed through the informative prism of data that is gathered and analysed centrally for the benefit of pupil welfare, rather than disseminated separately, as used to be the case, or stored in discreet silos where a complete picture of a pupil's progress was harder to discern.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>All pastoral teams (Housemasters, Asst. Housemasters, Matrons, Relief Matrons and Medical Staff) have been trained in Mental Health First Aid (certificated), and all teachers and matrons have received Channel Awareness Training (certificated) to be aware of signs and symptoms (and what to do if spotted) of unhealthy influences, especially from social media.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>A Mental Health Care Pathway has been established with a flow diagram accessible to all Housemasters and Matrons, which provides support pathways to engage School Counsellors, Paediatric Nurses, School Doctors, the School Psychiatrist and the School Psychologist. This is all overseen by the Housemaster and Matron through Individual Welfare Plans (IWPs) or Monitoring Welfare Plans (MWP), and monitored by DSL, Deputy DSL and Lead Nurse. DSL, Deputy DSL and Lead Nurse all belong to the Pastoral Support Group (PSG), which provides support to Housemasters. The PSG comprises of Second Master, Senior Housemaster, College Chaplain, Lead Nurse, DSL, Deputy DSL and the School</li> </ul>	Ongoing

Counsellor. All IWPs and MWPs are stored in a pupil's document vaults on CPOMS.	
<ul style="list-style-type: none"> <li>In September 2018, CPOMS will be the main platform on which all teaching staff, medical staff and matrons will record and maintain pastoral and disciplinary concerns, including sanctions. This is all part of an integrated approach to pupil monitoring, which will take into account the whole gamut of a pupil's life, so that academic, pastoral and disciplinary aspects may be understood as part of a whole.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>In addition, from September 2018 we introduce Care Codes, which will be displayed on SIMS (our database and lesson registration facility), and will provide all teachers with information about the pupils in front of them. All new pupils will be on the Care List under their own designation until such time as we are confident that they have settled in, and this will be used in combination with the other codes indicating such matters as behavioural concerns, medical matters, learning support and school sanctions for more serious disciplinary offences. The Care List will be reviewed with housemasters at the end of each half of term. The school is also timetabling Group work for all year 9 pupils. This programme, piloted last academic year, enables pupils to share experiences and feelings in a safe, confidential space, and is valuable way of developing empathy, self-awareness and self-confidence. It will also help to identify any vulnerable pupils we may not have been aware of beforehand.</li> </ul>	Ongoing
<b>2. Improving the physical environment of the School for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and associated services provided or offered by the School.</b>	
<ul style="list-style-type: none"> <li>Ongoing review of accessibility on site to inform SENDA plan in future, with a view to complete updated report by Jan. 20.</li> </ul>	Jan. 20 Annual review
<ul style="list-style-type: none"> <li>Moberly's has been planned to allow the modifications necessary for a wheelchair-bound resident.</li> </ul>	When need arises.
<ul style="list-style-type: none"> <li>Science School – Full lift scheme prepared for implementation.</li> </ul>	Completed and operational inc automatic doors
<ul style="list-style-type: none"> <li>Science School – install facilities to make first floor toilets fully disable compliant. Compliant toilet available on Ground Floor via lift.</li> </ul>	Scheme design to be progressed 2019-20
<ul style="list-style-type: none"> <li>Refurbishment of Michla will provide an alternative and accessible lecture and performance space with fully disable compliant facilities.</li> </ul>	Project underway, completion due Feb 2020
<ul style="list-style-type: none"> <li>Science School—create ramp from New Field. Awaiting findings of the ongoing review.</li> </ul>	2020
<ul style="list-style-type: none"> <li>PE Centre – imminent redevelopment will provide a fully accessible Sports Centre and Support Services building. Fully disable compliant temporary sports facilities will be built for the period 2019 - 2022.</li> </ul>	Temp facility complete occupation 2019. New PEC due for completion 2022.

<ul style="list-style-type: none"> <li>• Installation of housing and charging point for mobility cycle for pupil.</li> </ul>	2019
<p><b>3. Improving the delivery to disabled pupils,</b></p> <p><b>a. within a reasonable time, and</b></p> <p><b>b. in ways which are determined after taking account of their disabilities and any preferences expressed by them or their parents, of information which is provided in writing for pupils who are not disabled.</b></p>	
<ul style="list-style-type: none"> <li>• Audit of preferred modes of delivery of information of current pupils. (SENCO).</li> </ul>	Sept. 19 Annual Rev.
<ul style="list-style-type: none"> <li>• Annual review of preferred modes of delivery of information for new pupils to involve consultation with pupils, parents/guardians, previous schools and relevant professionals. (SENCO).</li> </ul>	Sept. 19 Annual Rev.
<ul style="list-style-type: none"> <li>• Action to deliver information in preferred mode to those whose needs have been identified through review of preferred modes of delivery for current and prospective pupils. (SENCO).</li> </ul>	Sept. 19 Annual Rev.