

## **GUIDANCE FOR SCHOOLS: STARTING YOUR REVIEW OF YOUR SEN POLICY FOR SEPTEMBER 2014**

### **Purpose**

- This SEN policy guidance provides some quick action details in how schools will review their SEN policy.
- For schools to do their best to ensure that the necessary provision is made for any pupil who has special educational needs and how those needs are made known to all who are likely to teach them in preparation for 1 September 2014 when the new reforms introduced by the Children & Families Act, 2014 and the Special Educational Needs and Disability 0-25 Code of Practice will be implemented.

### **Principles**

- Any school using its best endeavours to ensure that teachers in the school are able to identify and provide for those pupils who have special educational needs are committed to providing a whole school approach to special educational needs and disability.
- All schools must have regard to the Special Educational Needs & Disability Code of Practice (2014) when carrying out its duties toward all pupils with special educational needs and ensure that parents are notified of a decision by the school that SEN provision is being made for their child.
- Partnership and engagement with parents plays a fundamental role in enabling children and young people with SEN to achieve their potential. All schools recognise and value that parents hold key information and have unique knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them.
- All parents of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.
- Children and young people with special educational needs often have a unique knowledge of their own needs and their views about what sort of help they would like to help them make the most of their education will be ascertained. Schools will encourage their pupils and students to participate in all the decision-making processes and contribute to the assessment of their needs, reviews and transition processes.

From September, 2014 the new requirements for schools in preparing and reviewing SEN policy should give rise to improvements in the quality of the arrangements they are providing to children, young people and their families with SEN.

However, nasen recognises that to review existing policy in line with the key principles of co-production with parents, carers, children and young people and other

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key stakeholders takes time in order for maximum participation and provide a fully co-produced policy.

The new reforms for SEN will be effective from 1 September 2014. All schools are required to publish their SEN Information on their websites ( refer to nasen Help sheet: SEN Information Publication Requirements for Schools, September 2014) and review and refresh SEN policy in light of the new in school requirements as described in the SEND Code of Practice, 2014.

Timelines are tight to provide fully co-produced policy responses to the new requirements for SEN in schools; the following advice from nasen seeks to reassure schools in their plans for reviewing policy as we approach September 2014.

### **Key Points for Action**

- If you have not started the review process for SEN policy in your school, start this immediately
- Consider who needs to be involved in the review process; include all parents, carers, families and children and young people along with all staff and other relevant stakeholders
- Keep the principle of co-producing policy with stakeholders at the heart of your approach to reviewing your policy; what does this look like in your school, how will you approach this, who will you need to engage, how long is this likely to take?
- Enable access to your current SEN policy for all stakeholder to support your review process
- The SEN policy should be easy for parents to locate on your school's web site, ideally in the same location as your school's SEN Information (see above). Schools may wish to create a specific SEN 'tab' from the Home page to ensure ease of navigation.
- Provide a "statement of review" within the header of your existing policy

Suggested statement of review for schools SEN policy;

" Our school is currently undertaking a review of this policy to meet the new requirements for SEND in line with the new SEND Code of Practice effective from 1 September 2014. To provide an improved, compliant policy we are committed to co-producing our policy with families, children and young people. The consultation period for reviewing our existing policy began on XXXXX and ends on XXXXX. To contribute and participate in co-producing our policy together please contact XXXX"

- Schools who have not yet started to review and refresh their SEN policy in light of the new SEND Code of Practice, should make sure they are in the process of doing so in a co-production partnership with parents, carers, families, children and young people by 1 September

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- It is important that schools do not allow this aspect of policy to drift and we would advise all schools to begin the process of co-production with providing information for parents on the new reforms for SEND and what this may mean for your school.
- It is good practice to be ready for reform, however, it is equally good practice to ensure that schools response to reform is underpinned by the principle of keeping at the heart of everything that we do, the needs of children, young people and their families.
- Plan your preparations in a timely way.
- Should you require any further information, contact nasen [www.nasen.org.uk](http://www.nasen.org.uk) or access SEND Gateway [www.sendgateway.org.uk](http://www.sendgateway.org.uk)