



The  
**Rise**  
**Partnership**  
**Trust**  
Love • Learn • Laugh



## RPT SEND Policy

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# 1. Aims and objectives

Our special educational needs and disabilities (SEND) policy aims to:

- Make sure Rise Partnership Trust schools fully implement national legislation and guidance regarding pupils with SEND
- Set out how our schools will:
  - Support and make provision for pupils with special educational needs and disabilities
  - Provide pupils with SEND access to all aspects of school life
  - Help pupils with SEND fulfil their aspirations and achieve their best
  - Help pupils with SEND become confident individuals living fulfilling lives
  - Help pupils with SEND make a successful transition into adulthood
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND
- Communicate with, and involve, pupils with SEND and their parents or carers in discussions and decisions about support and provision for the pupil
- Make sure the SEND policy is understood and implemented consistently by all staff

# 2. Vision and values

At RPT schools we are committed to '*championing unique potential*' and *pursuing excellence in all that we do; providing the most effective education, therapy, support, and provision for all*. This is reflected in our 3 core values *Love, Learn, Laugh*. We know that when pupils are safe, happy, and well cared for, their learning is enhanced.

Our mission is for every child and young person to be successful in their future lives. For this to happen we must champion the unique potential of every pupil. We know that an excellent education underpinned with opportunities to love, learn and laugh is transformative, and we are committed to this motto.

We take into account pupils' varied life experiences and needs, providing equal opportunities for all pupils, whatever their age, disability, race, religion or belief, gender / gender identity or socio-economic background, to ensure that every child really does matter.

## In addition:

To support our vision, we provide specialist teaching environments for pupils with a range of special educational needs, including Autism, and severe/complex learning difficulties.

RPT schools provide a very specialist environment with small classes, specially trained staff, and onsite speech and occupational therapy.

Pupil interventions are carefully planned to ensure every pupil makes the best possible progress.

RPT works hard to ensure that all of our pupils achieve their unique potential both personally, socially, emotionally, and academically in all areas of the curriculum (regardless of their gender, ethnicity, social background, religion, sexual identity, physical ability or educational needs).

# 3. Legislation and guidance

This policy is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND
- [The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the special educational needs (SEN) information report
- The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities
- The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- The [Governance Handbook](#), which sets out trustees' responsibilities for pupils with SEND
- The [School Admissions Code](#), which sets out the school's obligation to admit all pupils whose education, health and care (EHC) plan names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs

In accordance with Regulation 51 of the Special Educational Needs and Disability Regulations 2014, each RPT school publishes a statutory SEND Information Report on its website. This report sets out how the school implements this policy and meets its duties towards pupils with SEND.

This policy also complies with our funding agreement and articles of association.

## 4. Inclusion and equal opportunities

At RPT schools we strive to create a teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that pupils with SEND receive excellent educational opportunities.

## 5. Definitions

### 5.1 Special educational needs

A pupil has SEN if they have a learning difficulty or disability that requires special educational provision to be made for them. All pupils at RPT schools have an Education, Health and Care Plan that outlines their specific needs and the strategies and interventions required to best support their progress.

As RPT schools are specialist settings, all pupils are admitted with an Education, Health and Care Plan (EHCP). The graduated approach described in this policy operates within the framework of each pupil's EHCP, including statutory annual reviews and interim review processes, rather than through mainstream SEN Support arrangements.

A **learning difficulty or disability** is defined as having:

- A significantly greater difficulty in learning than most others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

**Special educational provision** is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

### 5.2 Disability

Pupils are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

### 5.3 The 4 areas of need

The needs of pupils with SEND are grouped into 4 broad areas. Pupils can have needs that cut across more than 1 area, and their needs may change over time.

Interventions will be selected that are appropriate for the pupil's particular area(s) of need, at the relevant time.

AREA OF NEED	
Communication and interaction	<p>Pupils with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or do not understand or use the social rules of communication.</p> <p>Pupils who are on the autism spectrum often have needs that fall in this category.</p>
Cognition and learning	<p>Pupils with learning difficulties usually learn at a slower pace than their peers. A wide range of needs are grouped in this area, including:</p> <ul style="list-style-type: none"> <li>• Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia</li> <li>• Moderate learning difficulties</li> <li>• Severe learning difficulties</li> <li>• Profound and multiple learning difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment</li> </ul>
Social, emotional and mental health	<p>These needs may reflect a wide range of underlying difficulties or disorders. Pupils may have:</p> <ul style="list-style-type: none"> <li>• Mental health difficulties such as anxiety, depression or an eating disorder</li> <li>• Attention deficit disorder, attention deficit hyperactive disorder or attachment disorder</li> <li>• Suffered adverse childhood experiences</li> </ul> <p>These needs can manifest in many ways, for example as challenging, disruptive or disturbing behaviour, or by the pupil becoming withdrawn or isolated.</p>
Sensory and/or physical	<p>Pupils with these needs have a disability that hinders them from accessing the educational facilities generally provided.</p> <p>Pupils may have:</p> <ul style="list-style-type: none"> <li>• A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment</li> <li>• A physical impairment</li> </ul> <p>These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.</p>

## 6. Roles and responsibilities

### 6.1 The board of trustees

The board of trustees is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:

- › Co-operate with the LA in reviewing the provision that is available locally and developing the local offer
- › Do all it can to make sure that every pupil with SEND gets the support they need
- › Ensure parents are informed about all aspects of the special educational provision for their child
- › Make sure that the school has arrangements in place to support any pupils with medical conditions
- › Provide access to a broad and balanced curriculum
- › Have a clear approach to identifying and responding to SEND
- › Provide an annual report for parents on their child's progress
- › Record accurately and keep up to date the provision made for pupils with SEND
- › Publish information on the school website about how the school is implementing its SEND policy
- › Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the school's accessibility plans
- › Determine their approach to using their resources to support the progress of pupils with SEND
- › Make sure that all pupils from year 8 until year 13 are provided with independent careers advice

## **6.2 The headteacher**

The headteacher will:

- › Determine the strategic development of the SEND policy and provision within the school
- › Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEN.
- › Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching
- › Ensure efficient deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- › Work with school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- › Have overall responsibility for, and awareness of, the provision for pupils with SEND, and their progress
- › Have responsibility for monitoring the school's notional SEND budget and any additional funding allocated by the LA to support individual pupils
- › Have an overview of the needs of the current cohort of pupils
- › Advise the LA when an EHC plan needs an early review
- › Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided
- › Liaise with potential next providers of education to make sure that the pupil and their parents are informed about options and that a smooth transition is planned
- › When a pupil moves to a different school or institution, ensure that all relevant information about a pupil's SEN and the provision for them is transferred in a timely manner
- › Monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development
- › Regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- › With the teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching

## 6.3 Class teachers

Each class teacher is responsible for:

- › Planning and providing high-quality teaching that is differentiated to meet pupil needs
- › The progress and development of every pupil in their class
- › Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching
- › Working with the SLT and therapists to review each pupil's progress and development, and decide on any changes to provision
- › Ensuring they follow this SEND policy
- › Communicating with parents regularly to:
  - Set clear outcomes and review progress towards them
  - Discuss the activities and support that will help achieve the set outcomes
  - Identify the responsibilities of the parent, the pupil and the school
  - Listen to the parents' concerns and agree their aspirations for the pupil

## 6.4 Parents or carers

Parents or carers should inform the school if they have any concerns about their child's progress or development.

Parents or carers will always be given the opportunity to provide information and express their views about the pupil's SEND and the support provided. They will be invited to participate in discussions and decisions about this support. They will be:

- › Invited to termly meetings to review the provision that is in place for their child
- › Asked to provide information about the impact of SEN support outside school and any changes in the pupil's needs
- › Given the opportunity to share their concerns and, with school staff, agree their aspirations for the pupil
- › Given an annual report on the pupil's progress

The school will take into account the views of the parent or carer in any decisions made about the pupil.

## 6.5 The pupil

Pupils will be given opportunities to provide information and express their views about their SEND and the support provided. They will be invited to participate in appropriate ways to discussions and decisions about this support. This might involve the pupil:

- › Watching video montages of their achievements with their parents at annual review
- › Explaining what their strengths and difficulties are
- › Contributing to setting targets or outcomes
- › Giving feedback on the effectiveness of interventions

The pupil's views will be taken into account in making decisions that affect them, whenever possible.

# 7. Our approach to SEND support

## 7.1 Consulting and involving pupils and parents

The school will put the pupil and their parents at the heart of all decisions made about special educational provision.

As all pupils have an EHCP, discussions focus on reviewing and refining provision, interventions and outcomes within the existing statutory framework. These conversations will make sure that:

- › Everyone develops a good understanding of the pupil's areas of strength and difficulty
- › We take into account any concerns the parents have
- › Everyone understands the agreed outcomes sought for the child
- › Everyone is clear on what the next steps are

## 7.2 The assessment cycle

RPT schools will take action to minimise any barriers to learning, and put effective special educational provision in place. This support will be delivered through successive rounds of a 4-part cycle.

### 1. Assess

The pupil's class teacher and therapists will carry out a clear analysis of the pupil's needs. The views of the pupil and their parents will be taken into account. The school may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's need. For many pupils, the most reliable way to identify needs is to observe the way they respond to an intervention.

### 2. Plan

In consultation with the parents and the pupil, the teacher and therapy team will decide which adjustments, interventions and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed. All pupils will be set half termly PIP (Personal Intervention Plan) targets that are reviewed.

Parents will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.

### 3. Do

The pupil's class or subject teacher retains overall responsibility for their progress.

Where the plan involves group or 1-to-1 teaching away from the main class or subject teacher, they still retain responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

### 4. Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with agreed dates.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents and pupils
- The level of progress the pupil has made towards their outcomes
- The views of teaching staff who work with the pupil

The teacher will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents.

## 7.3 Evaluating the effectiveness of SEN provision

We evaluate the effectiveness of provision for pupils with SEN by:

- › Tracking pupils' progress, including by using PIPs (Personal Intervention Plans)
- › Carrying out the review stage of the graduated approach in every cycle of SEN support
- › Using pupil questionnaires
- › Monitoring by the SLT
- › Holding annual reviews

- › Getting feedback from the pupil and their parents

## 8. Expertise and training of staff

Training will regularly be provided to teaching and support staff. The headteacher and the SLT will continuously monitor to identify any staff who have specific training needs and will incorporate this into the school's plan for continuous professional development.

## 9. Links with external professional agencies

RPT schools recognise that they won't be able to meet all the needs of every pupil. Whenever necessary the school will work with further external support services such as:

- Speech and language therapists
- Occupational therapists
- Specialist teachers or support services
- Educational psychologists
- Physiotherapists
- General practitioners or pediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Social services

## 10. Admission and accessibility arrangements

Our Admission Policy adheres to the DfE's Schools Admissions Code 2021.

### 10.1 Admission arrangements

Please see the admissions policy that can be found on our school websites for more information regarding admission arrangements.

- Brent admissions are co-ordinated via Brent's SENAS team.
- For pupils living out of borough, the placing Local Authority should send consultation papers to the relevant school

[send@theavenueschool.london](mailto:send@theavenueschool.london)

[send@manor.brent.sch.uk](mailto:send@manor.brent.sch.uk)

- The Headteacher will review the EHCP and any additional information about the pupil and may arrange for a colleague to visit them in setting. Following this, the Headteacher will inform the placing Local Authority about whether or not the school can meet needs.
- If needs can be met, and a space is available, the Headteacher will inform the placing Local Authority of the funding (banding) necessary. This will be done in writing. Once banding agreement is in place, the placing Local Authority will formally inform parents and transition work will commence at an appropriate time.
- If needs can't be met, or if a space is not available, the Headteacher will inform the placing Local Authority of this within 15 days.

- Please note, RPT schools do not operate a “waiting list.” It should be noted that the majority of our vacancies will be in Reception. Vacancies in older year groups tend to only occur if/when a pupil transitions to another setting.

## **10.2 Accessibility arrangements**

- › Each RPT school's accessibility policy can be located on the school website

## **11. Complaints about SEND provision**

Where parents have concerns about an RPT school's provision, they should first raise their concerns informally with the class teacher or headteacher. We will try to resolve the complaint informally in the first instance. If this does not resolve concerns, parents are welcome to submit their complaint formally.

Formal complaints about provision in our schools should be made to the headteacher in the first instance. They will be handled in line with the school's complaints policy.

If the parent or carer is not satisfied with the school's response, they can escalate the complaint. In some circumstances, this right also applies to the pupil themselves.

Parents and carers may also seek advice from the Local Authority's SEND Information Advice and Support Service (SENDIASS- 020 937 3434). Where disagreements relate to the content of an EHCP, parents have the right to request mediation and, if necessary, appeal to the First-Tier Tribunal (Special Educational Needs and Disability).

## **12. Monitoring and evaluation arrangements**

### **12.1 Evaluating the effectiveness of the policy**

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in section 1.

We will evaluate how effective our SEND provision is with regards to:

- › All staff's awareness of matters relating to SEND
- › Pupils' progress and attainment once they have been identified as having SEND
- › Whether pupils with SEND feel safe, valued and included in the school community
- › Comments and feedback from pupils and their parents

### **12.2 Monitoring the policy**

This policy will be reviewed annually by the Executive Director of Schools. It will also be updated when any new legislation, requirements or changes in procedure occur during the year.

It will be approved by the full trust board.

## **13. Links with other policies and documents**

This policy links to the following documents

- › The local offer
- › Accessibility plan
- › Behaviour policy
- › Equality information and objectives
- › Supporting pupils with medical conditions policy
- › Attendance policy

➤ Safeguarding / child protection policy

➤ Complaints policy