



Chatten Free School Special Educational Needs and Disability (SEND) Policy

Document Details	
Policy owner	Adam Dean- Head of School
Authorised By	Board of Trustees
Date of Approval	July 2025
Review	July 2026



Contents

Legislation and guidance.....	1
Our Aims.....	2
Definition of Special Educational Need (SEN).....	2
SEND at Chatten Free School.....	2
Admissions.....	2
Teaching and Learning Responsibilities.....	3
Assessment, Monitoring and Reviewing.....	3
Health & Therapies.....	3
Transition and Preparing for Adulthood.....	4
Continuing Professional Development (CPD).....	4
Complaints.....	5
Essex Local offer.....	5
Equal Opportunities.....	5
Review Framework.....	5

Legislation and guidance

This policy is based on the statutory requirements laid out in the SEND Code of Practice 0 -25 (2015) and has been written with reference to following guidance and document:

- Equality Act 2010: advice for schools DfE 2013
- Part 3 of the Children and Families Act 2014
- SEND Code of Practice 0-25 (2014)
- Statutory Guidance on Supporting pupil at school with medical conditions 2015
- The National Curriculum in England Key Stage 1,2,3,4 and Post 16
- Safeguarding Policy
- Accessibility Policy
- Assessment Policy
- Teacher Standards



Our Aims

Our SEND policy aims to set out how our school supports and caters for all our pupils with SEN. We feel it is essential that all our pupils have the right to an education which enables them to achieve their full potential. We aim to meet our pupils educational, physical, social & emotional and care needs in a supportive environment. We aim to meet every child's needs through bespoke, individualised planning, regular assessment and specialist interventions when needed.

Definition of Special Educational Need (SEN)

A pupil is considered to have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of 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.

SEND at Chatten Free School

Chatten Free School is for pupils aged 4 – 19 with severely affected by their autism. All of our pupils are diagnosed as having Special Educational Needs and Disabilities (SEND) and have an Educational Health Care Plans (EHC Plan) which is used to identify their needs.

Admissions

The Local Authority (LA) remains the admitting agent to the school and this is undertaken on a student-by-student basis in consultation with the Head of School and Senior Leaders. All pupils need an EHCP Plan to access the school.

Once a pupil is offered a place a transition meeting will take place between Parents/Carers and the class teacher. We will also look at liaising with other settings the pupil may have attended to assist in gathering information and planning a smooth transition. Every pupil's transition will be built at a speed which suits them and their needs. We aim for pupils of statutory school age to attend on a

full- time basis but we understand this is not suitable for all pupils due their level of needs such as medical or mental health issues



Teaching and Learning Responsibilities

The responsibility of ensuring our student receive the most suitable SEN provision is the responsibility of the whole school. The Trustees, Head of School, Senior Leadership Team, Class Teachers, support staff and specialist therapists all have an important part to play in the identification, assessment, delivery and reviewing of each pupil learning.

Board of trustees- It is the duty of the trustees to ensure the school follows its responsibilities to meet the needs of children with SEND following the requirements of the SEND code of practice 2014.

SENCO & SLT - Our Head of School is our named SENCO however as an SEN school the delivery and planning of interventions and reviewing of EHCPs lies with the class teachers. All paperwork is overseen, monitored and reviewed by SLT at set points throughout the year.

Teachers – It is the responsibility of the class teacher to build and collate information on each pupil. Within their first half term a Pen Picture will be developed to give an overview of the pupil's needs. There will also be feeding, toileting, moving and handling and behaviour plans as appropriate.

Teachers will initially assess each pupil's needs on entering the school to ensure we are starting their curriculum at an appropriate level. The teacher will then plan the curriculum around the targets they set for the pupil. They will do this with the support of pupil's 1:1. If a pupil needs specialist equipment or provision the teacher will highlight this to the relevant professionals.

Assessment, Monitoring and Reviewing

Each pupil's progress is regularly reviewed in line with our assessment recording and reporting policy. Tutors gather information on each pupil's progress in line with their personalised targets using the Evidence for learning system. Pupil's targets are reviewed on an ongoing basis and new targets are set on a regular basis. All of this information feeds into the annual review of the EHC Plan. Parents, pupils and other relevant professionals are invited to attend the annual review and give their input as to the pupil's progress and discuss how we continue to make suitable provision for them. The review paperwork will then be submitted to the LA. The EHCP Plan will be amended if needed in line with the Code of Practice (2014). Health & Therapies Individualised timetables provide opportunity for health and therapy related input as is appropriate for each pupil. As a school we work closely with school therapy services including; Occupational therapists, Speech and Language Therapists, Nurses, and BCBA's. We have a part-time nurse on site who coordinates and liaises with additional health services to ensure we have a close working relationship with them. Class staff are able to follow programmes written by these professionals.

All staff are trained to meet the health and care needs of pupils they work with and they are required to keep this training up to date.



Transition and Preparing for Adulthood

We understand that transition within the school to a new class or moving to another school, college or provider can be a difficult time for pupils and their parents/carers. We will make every effort to make transition as smooth as possible for all parties with the following provisions and strategies:

- Meet the new teacher appointments
- Transition visits to the new class
- Phased transition if needed
- Opportunities for teachers and professionals within school to share transition information
- Additional meetings with parents and carers as required
- A familiar member of staff to move up with a child where appropriate
- Social stories
- Working in the community as much as possible
- A targeted curriculum based on teaching skills that will support independence in adulthood
- Meeting with Social Care to look at support needs of pupils

Continuing Professional Development (CPD)

School staff have access to a wide range of specialist advice, information and resources within school on how to support our pupils. We offer a robust induction programme and ongoing training programme including a mixture of online and live training. We have an excellent online learning management system which includes tutor staff accessing a 40-hour registered behaviour technician training course. Training includes (but is not limited to):

- SALT
- OT
- Medical (epilepsy, EpiPen etc)
- ABA
- Autism
- Safeguarding
- PREVENT
- FGM
- PEC
- Sensory integrations
- Use of AAC devices



Complaints

We aim to have positive relationships with all our parents and carers. We work, wherever possible, in partnership with parents/carers to achieve the best outcomes for our pupils. If there are issues that cannot be resolved through discussions with Senior Managers, then we refer them to our Complaints Policy and Procedure.

Essex Local offer

The link to the Essex Local Offer can be found at the website www.essexlocaloffer.org.uk. It sets out provision and services from birth to 25 across education, health and social care. The schools local offer can be found on the school website and aligns closely with this policy.

