



**ALP Leicester  
Special Educational Needs Policy**

**Dec 2023**

## **How we support children and young people with special educational needs or disabilities.**

### **Our Vision**

ALP Leicester aims to create flexible and bespoke programmes of learning support for children and young people who, for a variety of reasons, are unable to access mainstream education. From the point of referral, we focus on the S.E.N.D. of the learner and on family support, in order to provide the most effective and appropriate educational intervention.

Working closely with the local authorities, behaviour partnerships and local schools/academies we provide programmes of work to ensure outcomes that are in accordance with the individual needs of each learner.

We specialise in education placements of young people with S.E.N.D. including (but not limited to) Autistic Spectrum Disorder, social emotional and mental health.

ALP Leicester will consult and adhere to the statutory guidance in relation to the Special educational needs and disability code of practice: 0 to 25 years (2014).

### **How will ALP Leicester assess my child/young person's needs when they start?**

Upon referral to ALP Leicester, the Head Teacher will liaise with the relevant practitioners to organise a meeting with parents, teachers and possibly the child/young person to plan and timetable the correct support for your child/young person.

Upon starting at ALP Leicester initial assessment will take place where your child needs will be looked at and information from your child's previous school will be used to help plan for your child/young person's start at ALP. These assessments may include but are not limited to;

- Phonic check (phonic knowledge)
- Reading test (Reading Age)
- Boxall Profile
- Diagnostic Assessments (Skills Forward)
- Coordination check (Coordination skills)
- Skills and abilities assessment/baseline linked to Engagement steps, (where relevant) responsiveness, curiosity, discovery, anticipation, persistence, initiation and investigation
- British Picture Vocabulary Scale

## How will ALP Leicester support my child/young person?

- The Head Teacher, Assistant Head Teacher(s) and Base/Nurture lead will oversee all support and progress of any child/young person at ALP Leicester
- All learners at ALP Leicester are linked to a tutor/teacher who will oversee, plan and work with your child/young person.
- The tutor/teacher will set out Individual Educational Targets or Person Centred Education Plans to set out the support your child/young person is receiving. These contain specific targets that make it easier to track progress
- If your child/young person has an Educational Health and Care plan(EHCP), tutors/teacher will use the specified outcomes to help create targets and to inform day to day planning.
- The Head Teacher, Assistant Head Teacher(s) and Base/Nurture lead will ensure that reports and reviews of EHCP are carried out in a timely manner and follow the correct procedure.
- ALP Leicester works collaboratively with local authority provisions (speech and language, CAMHS, Doctors, and Social Workers etc.) and will ensure timely access to learners if and when needed.
- All ALP Leicester learners will have access to a differentiated timetable that meets their needs. Visual timetables, PEC's, Makaton will be used to support learner's communication needs if required.
- All ALP Leicester staff have signed up to 'The Communication Commitment':  
<https://www.thecommunicationtrust.org.uk/projects/communication-commitment/>  
 to enable us to better support the needs of our learners.

## Who will explain my child's needs and progress to me?

- Your child/young person's teacher/tutor will meet with you at our parents evening to discuss your child/young person's needs, support and progress.
- Termly updates/reports on your child/young person's progress and targets will be sent to you. Tutors and the Head Teacher are always available to discuss your child/young person's progress.
- Yearly EHCP meetings will be held where progress will be shared.

## How does the Executive Board get involved and what are their responsibilities?

- The Head Teacher reports to the Executive Board every term to inform them about the progress of the learners at ALP Leicester.
- The Executive Board agrees priorities that support the special educational needs of our learners with the overall aim that all learners receive the support they need to make progress.

### **How do teachers/tutors match the curriculum to an individual child's needs?**

- Using the initial and on-going assessment, work in class is adapted at an appropriate level so that all learners are able to access it according to their specific needs.
- The benefit of this type of personalised approach is that all children can access the learning at their level.

### **How is the decision made about what type and how much support my child will receive?**

- The teacher/tutor and Head Teacher will discuss the child/young person's needs and what support would be appropriate.
- At ALP Leicester learners are provided with additional support if needed. Often this may be a combination depending on the circumstances of the child/young person at different times. All learners are encouraged to attend and participate in small group work sessions if able.

### **How can you help me support my child/young person's learning?**

- The tutor/teacher, Head Teacher or Assistant Head Teacher(s) and Base/Nurture lead can offer advice and practical ways that you can help your child/young person at home.
- The tutor/teacher will provide a home/school communication book, emails/phone calls.
- The school will work with you to implement targets and outcomes set out on your child/young person's EHCP and will attend the formal meeting that takes place to review these plans.
- Recommendations from external agencies e.g. a speech and language therapist, will be shared with you so that strategies can be implemented at home and school.
- If a tutor needs to discuss an issue with you, it will be done privately and strategies to support your child/young person will be offered.

### **How do you measure my child's progress?**

- Maintained schools measure children/young people's progress in learning against national age related expectations. As a school we recognise that due to our learners needs, they may not be able to make the same expected progress as a pupil without those needs of the same age. At ALP Leicester we use a number of different methods to allow us to show progress that better suits our learners needs.
- In 'the Base' we use an assessment tool called BSquared (engagement steps/progression steps). These targets are broken down into smaller steps and tutors/teachers use these steps to build a bigger picture of the young person's learning and achievements.
- Tutor/teacher observations
- At secondary/post 16 our learners participate in the Foundation Learning Tier. This program of study combines functional skills literacy, numeracy and ICT with vocational learning, PSD (Personal Social Development) and short courses supplied through ASDAN, NCFE and AQA. Learners are initially assessed by using the Skill Forward portal, which can also screen for dyslexia and dyspraxia. These assessments are used to set the level our learners work to. Learners are tracked using a BSG (Bronze, Silver, Gold) system

### **What is the pastoral, medical and social support available in the school to ensure my child's overall well-being?**

- The school entrances are staffed with adults who greet and welcome learners. This ensures a smooth transition between home and school each day.
- Children/young people are offered healthy snacks throughout the day and always have access to fruit.
- The tutor/teacher has overall responsibility for the pastoral, medical and social care of the child/young person they support. If further support is required the tutor will liaise with the Head Teacher for further support and advice. This may involve working alongside outside agencies such as Health and Social Services, and/or Behavioural Support Services.
- Children/young people with eating difficulties are encouraged in school to try different types of food. If necessary children are supported in the dining room. Children/young people are not rushed to eat their food.

### **How does the school manage the administration of medicines and personal care?**

- We have a policy regarding the administration and management of medicines on the school site.
- Parents need to contact the school if medication is recommended by a health professional to be taken during the school day.
- A tutor/teacher trained in the administration of medicines will administer medicines. If a child requires medication in school this will be managed by the tutor/teacher and accurate records kept in relation to dosage and administration times.
- If a child/young person requires personal care this will be managed through an individual care plan and carried out by a member of staff trained in personal care.

### **What support is there for behaviour, avoiding exclusion and increasing attendance?**

- We have a positive approach to behaviour management with a clear behaviour policy that is followed by staff and pupils. We are an inclusive school and we make every effort to include all pupils in learning.
- The attendance of every child/young person is monitored on a daily basis by the Head Teacher.
- All ALP Leicester staff are trained in TEAM TEACH which is a behavioural management approach that involves de-escalation techniques and holds that are designed to be used to keep our learners safe.
- If a TEAM TEACH hold has had to be used with a learner, parents are informed and incident report if written and a detailed account is recorded using our CPOMS recording portal.

### **How will my child be able to contribute their views?**

- We value and celebrate each child/young person's views on all aspects of school life. This is usually carried out through collating learner's views through our learner voice systems, discussions and end of year questionnaires.
- ALL learners with an EHCP will be given the opportunity to give their views and will be supported by their tutor to do so. All learners are invited to EHCP reviews.

### **What specialist services are available or accessed by the school?**

- We work closely with external agencies that we feel are relevant to individual children and young people's needs within our school. These may include: GP, School Nurse, Clinical Psychologist, Paediatrician, Speech and Language Therapist, Occupational Therapist, Educational Psychologist, Behaviour Support Service, Child and Adolescent Mental Health Service (CAMHS), SENDIAS and Social Services.
- We have speech and language support available, dyslexia support, and well-being support.

### **What training have the staff at ALP Leicester, had or currently having?**

- All staff are TEAM TEACH trained
- All staff have taken part in Safeguarding training
- All staff have taken part in a number of training programs that include but are not limited to, Autism Awareness Training, Attachment and Trauma, ADHD, Mental Health Awareness, Anxiety and Behavioural Management.
- The Head Teacher, Assistant Head(s) and Lead Teacher have all undertaken Designated Safeguarding Lead training.
- The school has a trainee SENCO

### **How will my child/young person be involved in activities outside the classroom including day trips?**

- We aim for all of our children/young people to be included on school day trips. We will provide the necessary adaptations, having consulted with you, to ensure that this is successful.
- A risk assessment is carried out prior to any off-site activity to ensure everyone's health and safety will not be compromised. In the unlikely event that it is considered unsafe for a child/young person to take part in an activity, then alternative activities, which will cover the same curriculum area will be provided in school.

### **How accessible is the school environment?**

- The ground floor of the main school building is wheelchair
- We have access to a lift to allow wheelchair access to the second floor
- We have one disabled toilet which is large enough to accommodate changing and personal hygiene care.
- Many of our classroom environments and corridors are low sensory so that they are 'autism friendly'.

## **How will the school prepare and support my child when joining the school or transferring to a new school?**

- We encourage all new children/young people to visit the school prior to starting with us.
- We often facilitate a phased transition for all our learners either entering or leaving our school. This helps learners acclimatise to their new surroundings. We would also visit them in their current setting if appropriate.
- We write social stories with children/young people to help explain and prepare them for any major transition.
- We liaise closely with staff when receiving and transferring children to different schools, ensuring all relevant paperwork is passed on and all needs are discussed and understood.
- If your child/young person has a EHCP and is changing to a new school we will, whenever possible, arrange a review meeting with relevant staff from the receiving school.

## **How are parents involved in school life?**

- We have parents evenings during which parents are invited to offer their comments and opinions.
- Parents are always welcome to visit the school.
- Parents are asked to complete questionnaires, where their views and opinions are sought.
- Parents have access to our communication portal 'Parentmail'

## **Who can I contact for further information or to discuss a concern?**

- The first point of contact would be the Head Teacher to share your concerns .
- You can arrange to meet with your child's/young person's teacher/tutor at school
- SENDIASS is an organisation that provides independent advice and support for families

For further information about ALP Leicester please contact the Headteacher, Daniel Brown on 0203 137 3630 or email [daniel.brown@alpschools.org](mailto:daniel.brown@alpschools.org)





<p><b>Social, Mental and Emotional</b></p>	<p><b>Children may have difficulties with social and emotional development which may lead to or stem From:</b></p> <ul style="list-style-type: none"> <li>• Social isolation</li> <li>• Behaviour difficulties</li> <li>• Attention difficulties (ADHD)</li> <li>• Anxiety and depression</li> <li>• Attachment disorders</li> <li>• Low self esteem</li> <li>• Issues with self-image</li> </ul>
--	---

<p><b>Sensory and / or Physical</b></p>	<p><b>Children may have a medical or genetic condition that could lead to difficulties with:</b></p> <ul style="list-style-type: none"> <li>• Specific medical conditions</li> <li>• Gross / fine motor skills</li> <li>• Visual / hearing impairment</li> <li>• Accessing the curriculum without adaptation</li> <li>• Physically accessing the building(s) or equipment</li> <li>• Over-sensitivity to noise /smells / light</li> </ul>
---	---

**Specific Interventions, Strategies and Resources used at ALP Leicester to support your child/young person's SEN needs**

<b>Cognition and Learning</b>	
<b>Literacy</b>	
<b>Reading and Comprehension</b>	<ul style="list-style-type: none"> <li>● 1-1 reading support</li> <li>● Monster Phonics</li> <li>● Targeted Reading interventions</li> </ul>
<b>Writing and Spelling</b>	<ul style="list-style-type: none"> <li>● Writing frames</li> <li>● Key vocabulary lists</li> <li>● Provision of word banks</li> </ul>

<b>Speech and Language</b>	<ul style="list-style-type: none"> <li>● Use of visual cues</li> <li>● Repetitive teaching of new concepts and chance to practise new skills</li> <li>● Use of a variety of different ways for pupils to respond in class other than oral responses to show their thinking</li> <li>● Speech and Language Therapist advice disseminated to and followed by teaching staff</li> <li>● Specific differentiation or modification of resources e.g. use of symbols Speech Therapist when statement specifically</li> <li>● Tutors make sure the classroom environment is language-rich and has well-organised wall displays to support learning in all areas of the curriculum. Keywords explained and clarified, use of pre-teaching of vocabulary may be used</li> <li>● Repetitive teaching of new concepts and chance to practise new skills</li> </ul>
----------------------------	---

<b>Numeracy</b>	
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>● ICT games to promote and support basic mathematical skills, encouraging speed and fluency</li> <li>● Explicit teaching of mathematical vocabulary</li> <li>● Differentiated learning within daily maths</li> <li>● Sessions practical and multi-sensory approach</li> </ul>

<b>Sensory and/or Physical/Medical</b>	
<b>Medical</b>	<ul style="list-style-type: none"> <li>● Use of individualised Care Plans</li> <li>● Referral to paediatrician</li> <li>● Referral to CAMHS</li> <li>● Specialist paediatric nurses meet with parents and staff working with individual children to agree individual care plans e.g. epilepsy, diabetes, ADHD High proportion of trained first aiders in school including paediatric first aid</li> <li>● Health Visitors and School Nurse team deliver sessions to children on Hand washing, Hygiene, Healthy Eating etc.</li> </ul>
<b>Sensory - Visual Impairment</b>	<ul style="list-style-type: none"> <li>● Adaptation of teaching and learning resources</li> <li>● Adaptation of learning environment</li> <li>● Resource materials are enlarged and/or modified as required</li> </ul>
<b>Sensory – Hearing Impairment</b>	<ul style="list-style-type: none"> <li>● Support from specialist teachers from the local <u>Vision Support Teams</u></li> <li>● Adaptation of teaching and learning resources Adaptation of learning environment <ul style="list-style-type: none"> <li>● Support from specialist teacher from the local Hearing Support Team</li> </ul> </li> </ul>

<b>Social, Emotional and Mental Health Support - SEMH</b>	
<b>Social</b>	<ul style="list-style-type: none"> <li>● Whole school strategies to support the development of children's social skills and enhance self-esteem</li> <li>● Small group programmes</li> <li>● Social Skills groups</li> <li>● Friendship Groups run by Psychology Service and School staff</li> <li>● Use of social stories</li> <li>● Analysis of peer interaction and friendship</li> <li>● Groups Good morning sessions</li> </ul>
<b>Emotional and Mental Health</b>	<ul style="list-style-type: none"> <li>● Strategies to support/modify behaviour School sanctions and reward system as set out in School Behaviour Policy</li> <li>● Meetings with parents and school to agree and monitor behaviour targets and prevent exclusion</li> <li>● All staff trained in Team Teach, de-escalation and positive handling strategies</li> <li>● Calming area for a child with ADHD Daily meet and greet sessions to ensure children settle at the start of the school day</li> <li>● Liaison with specialist external agencies e.g. ADHD Solutions to tailor provision for children</li> </ul>

<b>Communication and Interaction</b>	
<b>Strategies to reduce anxiety/promote emotional wellbeing (including communication with parents)</b>	<ul style="list-style-type: none"> <li>● Tutors make sure the classroom environment is full of language and have well-organised wall displays to support learning in all areas of the curriculum.</li> <li>● Interactive play support</li> <li>● Transition support, visits and events</li> <li>● Reduced/modified timetable</li> <li>● Meet and Greet sessions at the start of the day</li> <li>● Opportunities for learners to support younger children's learning to boost confidence</li> <li>● Variety of monitor jobs and roles to promote interaction and boost confidence</li> </ul>

## Our offer

### **Local Offer – How Can The Local Offer Help?**

ALP Leicester can help you find services for children and young people with SEND up to the age of 25. You can start finding services by searching on this website.

In addition to helping you find services, the Local Offer:

- Helps you understand what schools and service providers are required to do for SEND children and young people
- Helps the parents and carers of young people with SEND find support for themselves
- Clarifies who is responsible for services for SEND children and young people
- Gives you the information you need to ensure your SEND child can thrive

Click here: <https://mychoice.leicester.gov.uk>

### **Links for Parents**

[Supporting Your Child With Education](#)

[SENDIASS Leicester \(old parent partnerships\)](#)

[Parenting groups](#)

[ADHD solutions](#)

[Autism](#)

[Dyslexia](#)

[Young Minds](#)

[Bereavement](#)

[Young carers](#)