

SEND Policy

Olive AP Academy – Tunbridge Wells

Document control table	
Title	SEND Policy
Date approved	May 2025
Approved by	OA MAT Board (via EPS committee)
Date of next review	March 2026
Updates/revisions included:	Please note this policy is under review and will be updated ready for September 2025
<p>This is an OA central template but needs localising according to each academy. Local amendments should be submitted to OA central for filing.</p> <p>The term headteacher encompasses Head of Academy and Executive Headteacher</p>	

The person responsible for managing SEND at this academy is:

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1. Aims and objectives

Our SEND policy and information report aims to:

- set out how our school will support and make provision for pupils with special educational needs and disabilities (SEND)
- explain the roles and responsibilities of everyone involved in providing for pupils with SEND

In line with our values, our objectives are:

- to achieve the best possible outcomes for pupils with SEND and disabilities
- to ensure early identification of pupils with SEND
- to personalise provision for those pupils
- to monitor pupil progress to maintain and develop the right provision for individuals
- to ensure that pupils have access to a broad, balanced, and differentiated curriculum
- to monitor pupil progress, ensuring that all pupils make good progress commensurate with their ability
- to work with parents / carers so that they are fully involved with their child's education
- to ensure that all teachers are teachers of pupils with SEND
- To provide a Special Educational Needs Coordinator (SENDCO).

2. Legislation and guidance

This policy and information report 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 SEN and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND coordinators (SENDCOs) and the SEND information report

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

3. Definitions

A pupil has SEND if they 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 many of the 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.

4. Roles and responsibilities

The **SENDCO** is Hannah Wright, hannah.wright@oliveacademies.org.uk, 01945 479704. She is supported by Rebecca Mead, Senior Deputy who is a trained SENDCO and provides strategic leadership.

They will:

- work with the headteacher and OA's Director of Academies to determine the strategic development of the SEND policy and provision in the school
- have day-to-day responsibility for the operation of this policy and the coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching
- advise on the graduated approach to providing SEND support
- advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- be the point of contact for external agencies, especially the local authority and its support services
- liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- ensure the school keeps the records of all pupils with SEN up to date

The Olive Academies **Board of Trustees** has ultimate responsibility for ensuring that all policies and procedures in relation to SEND are in place and implemented appropriately and with due regard to the needs of each pupil.

The **Academy Advisory Board** (AAB) reviews progress and provision for pupils with SEND and supports and challenges implementation of SEND policy and performance of SEND students.

OA central leaders including the **Interim Director of Standards**, are responsible for reporting to the Board of Trustees and overseeing provision for SEND across OA academies.

Within the academy, the **headteacher** and SENDCO work together to ensure the SEND policy is implemented, children with SEND are appropriately supported in line with their needs and statutory requirements.

The **headteacher** has overall responsibility for the provision and progress of pupils with SEND.

6. Monitoring arrangements

This policy and information report will be updated by OA central and the SENDCO and reviewed by Education Performance and Standards Committee annually. It will also be updated if any changes to the information are made during the year.

It will be approved by the Board of Trustees.

7. Links with other policies and documents

This policy links to other related policies including:

- Accessibility plan
- Behaviour
- Safeguarding and child protection
- Equality information and objectives
- Complaints
- Supporting pupils with medical conditions