

Additional Educational Needs

Roles and Responsibilities

Head of AEN: Ms A Bensberg

Specialist Dyslexia Teacher: Mrs S Williams

Specialist Teacher: Ms K Howard

The Head of AEN is responsible for:

- Overseeing the day to day operation of the Department
- Liaising with and advising colleagues
- Managing the team
- Maintaining the SEN list and overseeing SEN records
- Contributing to the in-service training of staff

Special Educational Needs List

All pupils identified as requiring SEN Support are placed on the school's SEN Support List. The list is updated regularly and a copy is given to each member of the teaching staff. This includes suggested classroom strategies to ensure that appropriate provision is made in planning and teaching lessons.

In addition to diagnosed SEN, there is a Monitor list which also contains information on pupils with low literacy and/or numeracy, and other vulnerable groups.

Stages of Need

Monitor – The pupil needs support within the classroom through differentiation or minor adjustments. This will be guided by the information provided by the Head of AEN. The school may offer some additional support with a short term intervention

SEN Support – The pupil needs support in addition to the provision in the classroom, possibly through the work of an external specialist or agency.

Education, Health and Care (EHC) Plan – The pupil has been awarded an EHC plan by the local authority due to the severe and complex nature of their needs. This is a legal document.

Exam Access Arrangements

The key responsibilities of schools and examination boards in making decisions about exam access arrangements are to ensure that no child is unnecessarily disadvantaged in an examination by a disability or learning difficulty, but that unfair advantage is not given by award of a concession.

We seek to involve parents and pupils in identification, assessment and delivery of support, however final decisions about examination concessions rest with the school – who are responsible for completing the Form 8. **We are unable to accept private educational psychologist assessments as evidence for exam access arrangement without prior consultation with the school.**