



THE HOLMEWOOD SCHOOL

SEND Information Report 2024 -2025

Date:	September 2024
Approved by:	Tara Young Bridget Young Claudine Lyons
Review cycle:	Every year

Reviewed on	Reviewed by
September 22	Tara Young
September 23	Tara Young
September 24	Claudine Lyons

Next review date
September 2025

The Holmewood School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in The Holmewood School documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child

or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula Bright HR
- Peninsula Business Safe (Health and Safety)
- Carecheck (DBS)
- Educare (online CPD)

The Holmewood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at The Holmewood School.

The policy documents of The Holmewood School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

The information in this report includes:

- **The kinds of SEN that are provided for at The Holmewood School London (THSL)**
- **How young people and their families can find information about and become involved in their education**
- **How adaptations are made to the curriculum and the learning environment of pupils with SEN at THSL**
- **Arrangements for supporting pupils moving between phases of education and preparing for adulthood**
- **The expertise and training of staff to support pupils with SEN at THSL.**

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- a) Who are the best people to talk to at the Holmewood School about my child's difficulties with learning/SEND?**
- b) How will the school know if students need extra help with learning?**

The school makes contact with parents in different ways. You may be contacted over the phone or via email from school staff, or via the Parent Mail online contact system. Please contact the office manager Simon Hardwick if you need to update your details. The Keeping Children Safe in Education (September 2023) document states that three different contacts are required on the school system.

If you need the contact details of a staff member, you can find these online or you can call the school office on the following numbers.

Lower School: 0208 920 0660.

Upper School: 0203 908 8991

Your child's form tutor should always be your main contact point at school. You can start by contacting the tutor who will be able to discuss your concerns. If you need to speak to other staff members, such as subject teachers or the senior leadership team, then the tutor will help you to arrange this.

The form tutor is responsible for:

- Communicating with parents regularly throughout the week, via email, phone or through the use of the home/school communication book.
- Directing the comments and concerns of a young person and/or their family to the correct staff member/s.
- Creating and reviewing the IEP each term in conjunction with the class team and sharing it with the young person and their family.
- Creating reports for the annual review of EHCP (AR) and attending the AR meeting.
- Contributing to and following up actions to student focus meetings
- Dealing with general pastoral care issues for the young person.

The subject teacher is responsible for:

- Checking on the progress of your child and identifying, planning and delivering the differentiated curriculum for your child in class as necessary.
- Personalised teaching and learning for your child.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND
- Liaising with the curriculum Lead and SENCo's regarding progress and access arrangements

The Assistant Heads, Tara Young and Claudine Lyons are the school SENCo. They are responsible for :

- Developing and reviewing the school's SEN policy.
- Coordinating all the support for children with special educational needs or disabilities (SEND) including the IEPs and annual reviews.
- Ensuring that teachers understand a child's SEND needs.

- Ensuring that families are involved in supporting a young person's learning and are kept informed about the support that a young person is receiving and how they are progressing.
- Liaising with all the other people who are involved in supporting the young person - this could be the onsite therapy team or visiting professionals.
- Providing specialist support for teachers and support staff in the school, so that they can help children with SEND in the school to achieve the best progress possible

All students at THSL have a diagnosis that requires SEN provision, and most have an EHCP. In order to best ascertain their individual needs, THSL:

- Liaises with a young person's previous school or the local authority (LA).
- Gives baseline tests e.g. CATs, PASS, reading writing and maths and updates these yearly.
- Follows the Holmewood Intervention Process (figure 1) in order to decide if further support is needed.
- Listens to the concerns raised by parent/carer, teachers, therapists and other stakeholders.
- Liaises with external agencies, e.g. CAMHS, Social Services and the NHS.

2 What are the different types of SEND support available in our school?

There are four types of Special Educational Needs and Disabilities (SEND) decided by the Department for Education:

1. Communication and interaction
2. Cognition and Learning
3. Social, mental and emotional health
4. Sensory or Physical

As a result of their diagnosis of autism and other SEN related diagnoses, students at THSL have diverse needs which fit into at least one or more of these categories.

A school's provision for SEND is defined as support which is additional to or different from that which is available to all students, however, due to the nature of our young people, providing for diverse special needs is our usual way of working at the school.

- THSL is a positive learning environment, and provides students with the structures, boundaries and routines that helps students to manage both their SEN as well as ongoing academic requirements. We also understand that students with specific diagnosis will present with different behaviours so we take a positive approach to supporting behaviour. We have high expectations for behaviour and have systems in place that both celebrate successes, but also results in compliance with school expectations. Within these systems, students can work on building their self-confidence and self-esteem as well skills in social interaction.
- THSL has a high staff to student ratio (usually around 3:1) and has small class groups (usually no more than eight), so there is scope for targeted support and intervention throughout the school day. The facilitation of learning breaks, chill out areas, as well as TEACCH workstations where appropriate and other such provisions are made specifically for a student with the diagnosis of Autism in mind.

- The students at THSL are each allocated their own chromebook which can be utilised in different ways to help with their learning needs.
- At THSL the specialist curriculum teachers are highly trained in SEN. The curriculum is personalised, with an emphasis on core subjects and key skills and teachers use flexible teaching strategies and assessments that take the needs of individuals into account. We focus on both academic curriculum as well as a social and life skills curriculum which is tailored to the needs of the child. These needs are further acknowledged and planned for in an IEP and these IEPs are reviewed and updated termly. At KS4 students are offered GCSE, BTEC and Functional Skills Entry Level courses and the examinations process is managed onsite.
- Students can continue their studies into sixth form and we have made links with different establishments to maximise this provision. Students are given the option of resitting GCSEs, sitting new GCSEs or Level 1,2 or 3 courses or moving on to further education with the full SEND support of THSL. A bespoke program is created with the needs and aspirations of the individual in mind.
- This is planned for using a person centred planning approach, at Annual Review Meetings beginning in year 9 with the creation of individual transition plans that are reviewed and updated in each successive year.

In addition to this, THSL has ongoing, responsive, in-house specialist advice and multiple disciplinary input into student IEPs and this is used to gain better outcomes. This also allows for additional curriculum differentiation. Students have regular access to onsite speech and language therapy provision, occupational therapy and three different psychodynamic therapies.

THSL has an intervention process which is outlined in figure 1.

- As part of our monitoring of progress at THSL, the Deputy Head will meet with form tutors and discuss progress on a termly basis. This will identify pupils that are not making expected progress in a particular areas.
- At THSL, teachers will explore the following steps before discussing concerns with the The Assistant Heads Tara Young, Claudine Lyons and specialist assessor:
 - **Wave 1:** Quality first teaching for all. Autism strategies and dyslexia friendly materials used in lessons.
 - **Wave 2:** Intervention within class, differentiation, following a specific programme, working with A TA as part of the lesson.
 - **Wave 3:** Persistent difficulties, 1:1 support and small groups targeted. This includes SALT, OT and psychodynamic therapy intervention. If a wave three intervention is needed, a specialist programme will be devised for pupils.

The Holmewood School Intervention Process

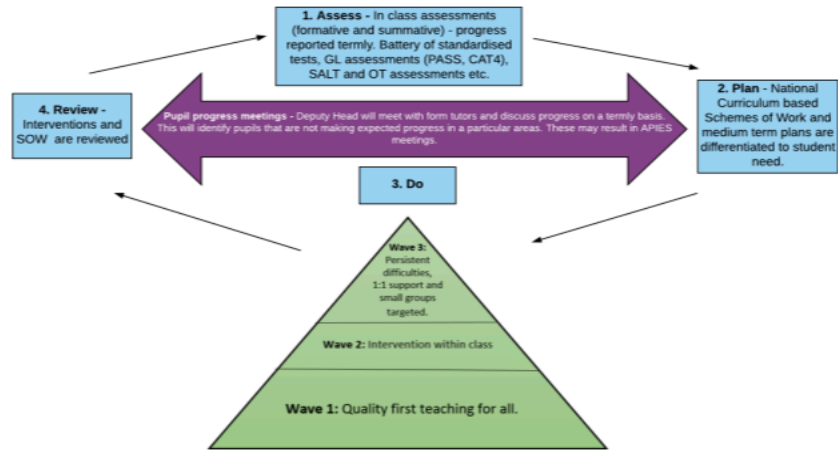


Figure 1 - The Holmewood School Intervention Process

3 How can I let the school know I am concerned about my child's progress in school? How will the school let me know if they have any concerns about my child's learning in school?

At THSL we have termly parent meetings to share IEP progress and future targets. This is a good time for staff and parents to discuss concerns. Each student will also have a detailed review meeting annually, to discuss the progress made towards the objectives in the EHCP. The family, the young person, their form tutor and other professionals are invited to this meeting.

The school may plan additional meetings outside of these times if concerns are raised by staff or parents. In addition to this, there is an annual parents evening for all students.

If you have concerns about your child's progress outside of these meetings you should speak to your child's form tutor or subject teacher. If you have concerns that your child has an unmet special educational need contact the relevant Assistant Head and SENCO.

4 How is extra support allocated to children and how do they move between the different levels?

Each placement at THSL is paid for by the appropriate LA or privately by parents. The Head teacher decides on the budget allocation in consultation with the school governors, on the basis of needs in the school.

The Head Teacher and the Assistant Heads discuss all the information they have about SEND in the school and then decide how the resources and training are allocated. These are planned for in the provision map and the training of staff and support given are reviewed regularly and changes made as needed.

5 How are the teachers in school helped to work with children with SEND and what training do they have?

All school staff are supported with SEN training that is linked with the school improvement plan. Staff are also encouraged to access outside training.

New staff are placed in a highly structured induction program and the skills and knowledge they acquire in this program are audited through the performance management cycle.

The school has recruited highly trained specialists and offers opportunities for current staff to update their skills. Some examples of the qualifications our staff are working towards or have achieved are:

- Deputy Head, Andy Lamb holds a BA Hons, a B.Ed, has completed Middle Leadership and Leadership courses at the National College and is a qualified Chartered Educational Assessor, DSO Safeguarding level 3.
- Headteacher, Bridget Young has achieved the Postgraduate National Award for SEN Coordination in line with the guidelines in the 2014 SEN Code of practice.
- Assistant Head, Tara Young holds a BSc Hons, and has achieved the Postgraduate National Award for SEN Coordination with Distinction in line with the guidelines in the 2014 SEN Code of practice and Level 6 Qualified Careers Lead.
- Assistant Head, Claudine Lyons, has achieved the Postgraduate National Award for SEN Coordination with Distinction in line with the guidelines in the 2014 SEN Code of practice. Executive functioning skills level 1 and is undertaking the NPQH qualification.
- Assistant Head, Naj D'Silva has completed an NPQSL (Senior Leadership qualification) and Forest School Level 3. DSO Safeguarding level 3.
- Assistant Head, Irena Lemapaszek has completed an MA in Teacher Education and Psychology and has qualified as a Registered Behaviour Technician certified by the Autism Consultancy Service. Safeguarding level 3.
- Mary Gallagher (senior teacher) has completed Level 7 Postgraduate Diploma in SpLD, Dyslexia.
- Vicky Gunning (form tutor) has a BSc Hons in Psychology
- Louise Wallis-Jones (senior SALT) has achieved MSc Speech and Language Sciences and BA in social psychology.
- Salwa Shafique (SaLT) MSc Speech and Language Sciences and BA English Literature.
- Jenna Nunnes, SaLT, has achieved BSc Speech Language Pathology and Solution Focused Brief Therapy (Level 1).
- Jenny Davies, (Behaviour lead, lower site) has a BA(Ed) Hons Education and Mathematics, is TEACCH qualified and also holds Level 3 Forest School qualification.
- Jack Gibbs, (Behaviour Lead, uppersite) has a ba hons in history and QTS
- Carl Davies (Music Therapist) has achieved a Post Graduate Diploma in Music therapy.
- Sharon Shine (Senior Psychotherapist) has achieved a BA Honours in Psychology.
- Lois Pigneguy (Dramatherapist) has achieved a BA in Drama Studies and an MA in Movement Therapy.

- Leanne Vincent (psychotherapist) holds a First Class Honours degree in Contemporary Dance, a Postgraduate Diploma in Contemporary Dance and a MA in Dance Movement Psychotherapy with Distinction.
- Shar Camilleri has Emotional Care of Babies, Children, Young people and Families. Tavistock and Portman Trust. Graduate level Diploma from University of Essex., Child Adolescents and families mental Wellbeing. Multidisciplinary practice, Post Graduate Certificate. Tavistock and Portman Trust. University of Essex and Psychological therapies with children adolescents and families. Masters. Tavistock and Portman Trust. University Of Essex
- Rafaella Mandarino is a HCPC registered Occupational Therapist; has achieved a MSc in Psychology, a PGDip Occupational Therapy, a BSc in Law, and completed a Health and Social Care Level 3.
- Specialist subject teachers have achieved qualified teacher status (QTS) and/or a degree relating to their subject.

6 How will we measure the progress of your child in school?

Your child's progress is continuously monitored by the subject teachers and form tutor, and is discussed further via our quality assurance process with the Head of Curriculum (Claudine Lyons)

Where students are not making good progress a support plan will be put into place.

A Parental Guidance on Assessment and Reporting booklet has been shared with parents and copies are available on request. This explains our procedures in more depth.

Subject teachers continually assess students throughout the term and report on this progress termly. Form tutors review and update IEPs and share this information with parents termly. The SENCOs, Tara Young and Claudine Lyons, and the professionals involved review the specific provisions that your child takes part in through the Edukey provision mapping system.

The progress of children with an EHCP is formally reviewed at an annual review with all adults involved with the child's education.

7 What support do we have for you as a parent of a child with SEND?

- The strategies and targets set at school are shared with parents through IEP meetings, AR meetings and specific reports. Target setting will be reviewed with your involvement. All information from onsite and outside professionals will be discussed with you with the person involved directly, or where this is not possible, in a report.
- Class teachers make email contact with parents at least twice per week and regular phone calls home are made to share student's successes and inform parents of any challenges they have faced during the day or week.
- Families are given access to Parent Partnership and to other parent support groups.
- In some cases parents may be offered access to psychodynamic therapeutic support in order to support the young person's therapy.

- Parents are invited to a transition morning with Miss Claudine Lyons and Miss Tara Young to talk through transitions between key stages. This is followed up by a comprehensive transition plan for students.

8 What support is there for my child's overall wellbeing?

- All students in the lower school have the opportunity to take part in well being activities. Students are able to attend activities that help them regulate and prepare for the school day. Students in the upper school have access to well being activities, in the morning, that support the students to self regulate before their lessons begin.
- Students have access to psychotherapy, drama therapy, dance and movement therapy and music therapy.
- Staff at the school build strong relationships with the students so that they feel they have support when it is needed. Lunch time social skills workshops are run for specific groups of students. There is also an extensive range of activities that students can participate in during lunchtimes.
- An extensive program of SMSC activities from Friday SMSC breakfast club to charity events, school shows, UK and International residential trips and Forest School take place all year round.
- If further support is required the Form Tutor liaises with the appropriate member of the senior leadership team for further advice and support. This may involve working alongside outside agencies such as Health and Social Care, and/or specialist educational services.

9 How are medical needs met at the school?

- The school has a policy regarding the administration and management of medicines on the school site (link to policy).
- Students with significant health care needs have a Health Care Plan.
- Staff have regular training and updates on conditions and medication affecting individual children so that all staff are able to manage medical situations.
- Medical needs are planned for in all risk assessments.

10 How is the Holmewood School accessible to children with SEND?

Figure 2 shows the school's accessibility plan.

FIGURE 2 - THSL ABILITY TO MEET NEEDS NOW AND IN THE FUTURE

ACCESSIBILITY STRATEGY AND PLAN

Disability	Current capability	Action required/Summary	Completion date
All SEN	Specialists appointed identification and screening takes place. Class teachers are aware of how to raise specific concerns. Admissions of new pupils through taster sessions and records checking identifies needs	On-going training for staff in understanding and accommodating a range of SEN Induction package for new staff Internal and external providers for training	Continual
Autism, ADHD Dyslexia, Dyscalculia Dyspraxia OCD etc	Specialist staff support the teaching and learning of this group of learners	To maintain professional development for staff and to keep up to date with current practice, theories and understanding.	On-going training for all staff
Hearing impairment	None. Some staff are able to use makaton.	On admission the school may agree to the provision of a learning support assistant who may sign for the child. Hearing enhancement equipment would need to be purchased and training for specific staff would be needed.	Awareness raised by July 2024 if required.
Vision impairment	None	For mild vision disability the school may be able to support a child with a learning assistant, by careful classroom seating arrangements and by adapting resources	Awareness raised by July 2024 if required.
Speech impairment	The school has Speech and Language Therapists and IT provision which will help to give access	We have three onsite Speech and Language Therapists	Training for all new staff as part of induction and continued training for all staff
Poor manual dexterity	Access to laptops as a writing tool. Scribes available for some examinations Specialist seating Adjustments to furniture etc	We have one OT's and one OT assistant	Training for staff as part of induction and continued training for all staff
Poor physical mobility	The lower levels of all the buildings across the school's sites can be accessed as it is on one level. Accommodation could be adapted to meet the poor physical disability of potential pupils.	Layout of rooms at the main building at the lower school is not suitable for a student with poor physical mobility. Changes to accommodation arrangements and building would be required on the ground floor	Training for staff as part of induction.

11 How will we support your child when they are joining or leaving this school? OR moving on to another class/year?

'Transition' describes the movement that takes place from one place to the next, and in particular from one year group, key stage or setting to the next including pre and post school.

At THSL we recognise the importance of managing transition. This may be a stressful time for pupils and parents and carers, particularly as pupils move between key stages and beyond school age. We work hard to counter the potential for stress by systematically cooperating and engaging with all parties concerned.

Our aim is that pupils experience a smooth transition into school, from one class (or key stage) to another, so that the pace and quality of learning and support are maintained to ensure the pupils continue to make progress and realise their potential.

See transition guidelines document for more information.

12 How will my child be able to contribute their views?

At THSL, we value and celebrate each child being able to express their views on all aspects of school life.

- THSL has established and promoted a number of ways that students are able to express their concerns to members of staff. THSL has a fully functioning School Council which has an open forum for any issues or viewpoints to be raised and is run by students. Each class has at least one elected representative (changed each year) and the council meets at least once a half term.
- Students discuss and set their targets with a member of their class team.
- During Year 9, students have a person centred planning approach (PCP) in the Annual Review process to help them devise a 'transition plan', which is updated each year. This may take the form of an initial discussion with SALT or a preferred member of staff and the people that are important to them to formulate ideas the young person may have about their future. Each student is individual and so PCP is bespoke according to their preferences and needs. The PCP will continue at the Annual Review Meeting where the student is encouraged to join and further discuss their hopes or ambitions. The transition plan is a statutory requirement which aims to detail the young person's aspirations for the future. The transition plan is revisited each year at the annual review where progress towards targets is documented and aspirations are revisited. New targets are set with the young person to help them progress further along their chosen pathway.
- Student views are gathered before the annual review takes place, shared and discussed in the annual review meeting.
- Students are asked to attend and are strongly encouraged to participate in their Annual Reviews.

- Students are invited to complete an annual PASS survey, other surveys take place, for example PSHRE provision.
- Student views are also gathered by Speech and language therapists when they write their reports.
- We also seek students' opinions about support in class.
- We have an open-door policy at the school and students can at any time speak with members of SLT and other staff.

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

We know that the students at this school exhibit behaviours described as challenging from time to time. That is why they are at this school with access to specialist teaching, small class sizes, TA support and onsite therapy.

At THSL we follow a positive behaviour approach. We have high expectations for behaviour and have a reward system in place that both celebrates successes, but also results in compliance with school expectations. All students have a wellness support plan (WSP) which outlines behaviours, triggers, proactive and reactive strategies. Students are involved in writing and updating these plans termly. These plans are also shared with parents.

We aim to reduce the use of sanctions by using a positive behaviour approach. The use of sanctions at THSL will be decided on a case by case basis and written about in the WSP. Any sanctions used that are not on the BSP need to be agreed by SLT and logged in the Sanctions Log in the office.

Staff at the Holmewood School are trained in the Team Teach Positive Behaviour Approach which includes the use of positive handling. Positive handling is only used as an absolute last resort in order to keep the young person and those around them safe and must be planned for in the WSP. All instances of positive handling are logged and reported to parents.

For further information, please see the admissions and exclusions policy.

14 How will my child be included in activities outside the classroom including school trips?

All students are included in all parts of the school curriculum and we aim for all students to be included on school trips. Where it is deemed appropriate, additional support will be provided to make this possible. A risk assessment is carried out prior to any off-site activity to ensure that health, safety and welfare are not compromised. Parents will be asked to provide consent to trips via letter, email or Parent Mail.

15 What If I need to complain?

Parents have the following rights of redress, should the school, governors or LA fail in its duty to provide, or if the parent disagrees with a decision or feels that there is discriminatory practice.

The school's complaints procedure is provided on the website. Please see the complaints policy or contact Bridget Young if you have any further queries.

If the complaint is not resolved by the school or Cavendish Education:

- The disagreement resolution service in your LA can be contacted for disagreements between parents/children and the LA or parents/children and school.
- Complaints to OFSTED where the disagreement resolution service has not resolved the complaint.
- An appeal to the SEND First-Tier Tribunal about EHC assessments/plans and/or disability discrimination. This must follow mediation, unless it is a complaint over the naming of a school placement.
- A complaint to the LA Ombudsman (for complaints against LAs if not resolved through the LA complaints procedure).
- Complaint to the Secretary of State (against schools or LAs)