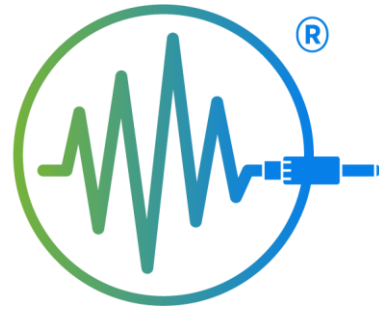


LISA LASHES  
**SCHOOL** *of*  
**MUSIC**



# **SEND Policy**

1. Policy Overview .....	2
2. Definition of Special Educational Needs (SEND).....	2
3. Responsibilities of the Head Teacher.....	2
4. Review Procedures.....	3
5. Links with other Education Institutions .....	4

## 1. Policy Overview

The Lisa Lashes School of Music aims to ensure appropriate provision for all pupils with SEND as necessary, to enable each pupil to develop to his or her maximum potential.

Where necessary, special arrangements for public examinations may be applied for.

The Lisa Lashes School of Music encourages and supports the involvement of parents of pupils with SEND in their child's education and to work in partnership with them.

## 2. Definition of Special Educational Needs (SEND)

A pupil is considered to have Special Educational Need or Disability (SEND) if he or she has learning emotional, behavioural or physical difficulty or need, which calls for a special educational provision to be made for him or her.

A pupil is considered to have such a need if he or she has significantly greater difficulty in accessing learning than most children the same age or has a disability, which either prevents or hinders him or her from making use of the educational facilities generally available for pupils of the same age.

The Lisa Lashes School of Music's SEND policy covers pupils with a statutory statement of Special Needs or Education, Health & Care Plan (ECHP)

## 3. Responsibilities of the Head Teacher

- To promote the effective management, implementation and review of the SEND policy in accordance with all the relevant statutory requirements.
- Reports to the Governing body
- The number of pupils on the register
- The gender and groups to which the pupils belong
- Objective data, where available about the pupils' test score
- Staff deployment arrangements
- Any significant developments and problems affecting the operation
- The Lisa Lashes School of Music will be responsible through a designated member of the leadership team for the day to day operation of the procedures necessary to implement the SEND policy.

This will include:

- The co-ordination of the provision for pupils with SEND including the deployment of Specialist Teachers where necessary.
- Maintenance of the SEND Register and associated record keeping requirements of the Code of Practice.
- The organisation and conduct of the Annual Reviews for pupils with statements of SEN
- Advice and support to the school's examinations officer on Special Arrangements for Public Examinations and to apply for these arrangements accordingly.
- Liaison with parents and parents of prospective pupils with SEND.
- Liaison with external agencies, schools and County advisors as appropriate and any other agencies concerned with the SEND of individual pupils.
- Liaison, advice and support for staff on SEND matters and contribution to in-service training of staff as appropriate
- Advice to the Leadership Team on the deployment of Learning Support Staff and responding to the developing role of the Teaching Assistant.

The Head Teacher is responsible to the Board of Directors for the effective management of the SEND Policy by:

- ensuring that arrangements to meet the policy's objectives are in place and working satisfactorily
- ensuring regular reporting to the Governing Body on the implementation of the Policy, to include:
  - a) the nature of the SEND within the school.
  - b) the general response of the pupils on the register to the SEND provision.
  - c) the nature of the work of the designated person and members of the Learning Support Team and the results of the co-ordinating and monitoring activities of the designated person.
  - d) the communication and record keeping systems within the school which keep members of staff informed of individual needs of pupils.
  - e) the adequacy and effectiveness of the resources devoted to SEND by the school and of those provided by outside agencies.
  - f) any general issues arising from the operation of the SEND policy.

## 4. Review Procedures

The SEND Register will be reviewed annually. This is based on an update of the pupil review sheet by all teaching staff. Pupils may be added to or taken from the register at any time during the year following consultation between the appropriate staff as well as following the SEND Register review.

Information and guidance about all pupils on the SEND Register are provided for all staff. Parents/carers will be kept informed of where pupils are on the register and when the school is making Special Educational Provision for their child.

Pupils with an EHCP provided before coming to the Lisa Lashes School of Music will have an Annual Review.

The school values communication with all parents/carers and contact with the designated person is welcomed should any concerns arise. The designated person will also initiate contact with parents should the need arise.

The school will respond professionally and fully to any questions or complaints from parents relating to the school's responsibility for meeting their child's SEND. The response will come in the first instance from the pupil's form tutor and the designated person. If the matter is not resolved, the school Complaints Procedure will be followed.

## 5. Links with other Education Institutions

The purpose of such links is to facilitate the smooth transfer of pupils from one educational establishment to another. The Lisa Lashes School of Music will seek to identify and use possibilities for co-operating with other mainstream schools or special schools or units by sharing SEND expertise, information or resources, as appropriate.

All referring schools are required to forward to the school, records of each pupil, including details of any SEND provision which the school might have made. All referring schools are visited by a member of staff as part of the pupils' induction programme and SEND information about future pupils will be noted at this time.

Date: January 2022

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:  
September 2023