



Leigh Academy
Milestone

SEN & Disability Policy
&
SEN Information Report

Updated: September 2024
Review Due: September 2025
Ownership: Janet Tidmas



This policy is written in line with the requirements of:-

[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 SEND

[The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the special educational needs (SEN) information report

The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities

The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it

The [Academy Trust Governance Guide](#), which sets out guidance for those involved in Trust Governance responsibilities for pupils with SEND

The [School Admissions Code](#), which sets out the school's obligation to admit all pupils whose education, health and care (EHC) plan names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs

This policy should be read in conjunction with the following school policies:

Behaviour Support Policy, Equal Opportunities Policy, Safeguarding and Child Protection Policy, Complaints Policy, Attendance Policy, Accessibility Plan, Supporting Pupils with Medical Conditions and Leigh Academies Trust SEND Policy.

The policy is written for the benefit of all members of the school community to ensure that the potential of every child is maximised, irrespective of ability, disability, race, gender and social origin and to enable equality of access to the curriculum in an environment where every child is valued and respected. The Policy meets the Leigh Academy Trust's vision and values.

Aims and Objectives of the policy:

Leigh Academy Trust's vision and values are shared on the Trust's website: [Leigh Academies Trust](#) -.



The Trust also has a SEND Strategy which details our commitment to SEND:

At Leigh Academies Trust we are passionate about eradicating disadvantage for pupils with SEND. Our Excellence Charter details our commitment to all children, regardless of their ability, or personal circumstances, and this includes pupils with SEND.

- **We are committed to** providing outstanding leadership and governance, knowing that excellent leaders will prioritise the needs of the most vulnerable.
- **We are committed to** providing an engaging and inclusive curriculum, knowing that higher quality teaching is the key to addressing SEND.
- **We are committed to** ensuring that all pupils make good progress, and to diminishing the differences between groups of pupils.
- **We are committed to** developing pupils' characters, ensuring they leave school with desirable qualities; guaranteeing that even our most complex pupils will have employable skills and be ready to be active future citizens.
- **We are committed to** ensuring that pupils are well-behaved, confident and respectful; knowing that all pupils achieve best in safe, supportive environments.
- **We are committed to** providing our pupils with high-quality staff who receive regular professional development as we recognise that pupils with SEND are being diagnosed with ever more challenging needs, which requires us to be passionate, lifelong learners of SEND

This policy was developed in consultation with parents/carers, school teaching staff and representatives from the governing body, and will be reviewed yearly or earlier if required.

At Leigh Academy Milestone we value the abilities of all our pupils and strive to provide the best education to all our pupils so they can make good progress and achieve ambitious and appropriate goals.

We strongly believe that it is our duty to provide equal opportunities for every child/young person in our care, and also provide a safe and fully equipped learning environment, which caters to the needs of every pupil as an individual. We are committed to providing excellent provision for all pupils with SEND, which each pupil at Leigh Academy Milestone has, by providing an ambitious and inclusive curriculum offer, delivered by skilled teachers, and a rich co-curriculum. We aim for all pupils to be included in all aspects of Academy life and work proactively to eradicate any barriers to inclusion.



Definition of SEN

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- (a) Has a significantly greater difficulty in learning than the majority of others of the same age; or
- (b) Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. *SEN Code of Practice (2015, p15)*

Definition of disability

Many children and young people who have SEN may also have a disability under the Equality Act 2010 – that is ‘a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’ *SEN Code of Practice (2015, p16)*

1. The kinds of special educational need for which provision is made at the school

Leigh Academy Milestone is the special school for pupils predominantly in the Dartford and Sevenoaks districts with: 1. Severe Communication and Interaction needs and Learning Difficulties; 2. A combination of Autism and Severe Cognitive Impairment and 3. Profound, Multiple, Severe and Complex Learning Difficulties

Kent County Council summarises the needs of pupils with profound, severe and complex needs as follows:

Severe learning difficulties (SLD) are where children are likely to need support in all areas of the curriculum and with associated difficulties such as mobility and communication. Profound and multiple learning difficulties (PMLD) are where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.



Leigh Academy Milestone, as a member of KSENT (the Kent Special Educational Needs Trust), is an essential part of the County's special needs provision providing a service not only to the community and its learners but also filling a part of the County's continuum of service to children with SEN & D. By effectively meeting needs for a core of learners, Leigh Academy Milestone ensures that the county meets its responsibility to include all children from 3-19 years.

2. Information about the policy for identification and assessment of pupils with SEN

Only the Local Authority can place pupils in a specialist school and all pupils will have an EHC Plan in place. The EHC plan will be reviewed annually. Pupils who attend or are supported by the Observation and Assessment Nursery will be referred through the LIFT process. SEN would have already been identified by the mainstream setting or health professionals. Places are offered as an assessment place or through outreach support. During their time with us they will be either referred for an EHCP or supported back into their mainstream setting.

3. Information about the school's policies for making provision for pupils with special educational needs, including

3a. How the school evaluates the effectiveness of its provision for such pupils

Each review of the EHCP and Provision Plans will be informed by the views of the pupil as far as possible and through consultation with parents/carers to involve them in their child's education and target setting. The views of parents/carers, class/subject teachers and the assessment information from teachers will show whether adequate progress is being made.

The *SEN Code of Practice (2015, 6.17)* describes less than expected progress thus:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between rate of progress
- Widens the attainment gap

Leigh Academy Milestone undertakes a process of continuous review and improvement and ensures that this is channelled into the achievement of its objectives by:

- An annual school performance agreement with clear objectives and clearly defined responsibilities
- Maintaining a range of policies with periodic review dates, thereby ensuring that the school can respond effectively to changes in the needs of its learners



and staff

Provision and progress for all pupils will be monitored and reviewed regularly

- The school will involve outside agencies when appropriate
- The current SEN and Education, Health & Care Plans will be reviewed regularly in line with regulations
- Appropriate training will be provided for those involved in the implementation of the policy

For all pupils, there will be an annual review of the provision made for the child, which will enable an evaluation of the effectiveness of the special provision. The collation of all annual review evaluations of effectiveness will be reported to the governing body as well as to the Local Authority.

3b. the school's arrangements for assessing and reviewing the progress of pupils with special educational needs

Every pupil in the school has their progress tracked regularly throughout the year. Challenging but realistic targets will be set annually taking account of national rates of progress from individual start points as set out by the Kent Special Educational Needs Trust (KSENT). The KSENT Data group formulated an algorithm to benchmark expected rates of progress for pupils within KSENT schools. The original algorithm used a combination of PGP rates of progress plus data collected over a three-year period from KSENT schools. Using legacy level conversions, the algorithm was developed to reflect expected rates of progress within the new National Curriculum.

Where a barrier to progress is identified, the school will put appropriate evidence-based interventions in place which will be monitored and reviewed regularly.

There are rigorous monitoring systems in place at Leigh Academy Milestone:

- Early Years Profiles are maintained through online journals with input from parents and carers, when pupils attend as part of a dual placement, continuous assessment is carried out between both settings
- The Annual EHC Meetings and plans are focused on the outcomes the child or young person seeks to achieve across Education, Health and Care, EHC plans set out how services will work together to meet the child or young person's needs and in support of those outcomes and are based on a coordinated assessment and planning process which puts the child and young person and their parents/carers at the centre of decision making
- Where a pupil's behaviour is impacting on their own or others' learning, systems are in place to plan, monitor & provide appropriate support, these are



detailed in the Behaviour Support Policy and behaviour records are seen daily and analysed termly, informing interventions and planned support with families and learners as far as possible

- Annual progress reports are written for all learners in Module 6
- Target setting in all core subject areas takes place frequently, depending upon the needs of the learner
- Bi-Termly pupil progress meetings in English, Maths, Personal, Social and Physical Progress and Provision Plan outcomes
- The Engagement Model is used for pupils working at a generic skills level (P4 and below) for pupils in KS1 & 2
- Regular staff team meetings enable staff to share information about individual learners
- Learners are actively involved in reviewing their progress in daily lessons as far as possible
- EHCP meetings, Annual Reports and Transition Planning Meetings involving parents/carers, learners and outside agencies where appropriate all contribute to monitoring learners progress
- Targets are shared with learners and their parents/carers

Progress data from the previous academic year (2023-24) showed that:

- End of Year outcomes across core subjects are all higher than the same time in the previous academic year. For reading 6%; writing 8%; speaking 8%; listening 10%; Maths 7%.
- Progress for PPG is on average 4% higher for the Yr 1-11 average across all strands in comparison to the last academic year.
- Progress for EAL pupils is in line or higher for the Yr 1-11 in English Reading, Writing, Speaking and Maths in comparison to the last academic year.
- Pupil attendance (Yr R-11) at the end of Module 6 was 90%, which is 1% above the same period in the previous academic year and 3% above the national average of 87% for SEN school for the academic year to date. Persistent absence (29%) is significantly below the national average of 39% for SEN schools.
- For pupils who completed Reading and Writing Entry Level 1-3 exams, the average pass rate was 76%, with Reading doing exceptionally well with 86%.
- At Milestone@Leigh Academy 4 pupils were entered for a GCSE, with 75% of these pupils achieving a grade 4 or 5 in their chosen subject.
- All pupils who completed accreditations through coursework passed, these accreditations included ASDAN Employability, Ascentis Horticulture and Animal Care, ASDAN Personal Progress units and ASDAN Short Courses in Performing arts and Sport and fitness.



- All pupils in Phase 4 achieved ASDAN Life Skills Certificates in line with the newly implemented living skills curriculum.
- All pupils at Milestone@Wilmington accessed individualised work experience opportunities including work experience at; Co-Op, Oxfam, Hairdressers and care home and Community Cupboard.

3c. the school's approach to teaching pupils with special educational needs

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have SEN. Additional intervention and support cannot compensate for a lack of good quality teaching. Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEN most frequently encountered *SEN Code of Practice (2015, 6.37)*

At Leigh Academy Milestone the quality of teaching is judged to be outstanding.

Leigh Academy Milestone is dedicated to the provision of an ambitious, broad, balanced and relevant education for learners whose needs are best met by:

- A structured and differentiated curriculum with carefully established and regularly reviewed teaching plans and aspirational yet attainable targets to ensure developmental pathways and progression for all pupils
- Opportunities to learn and develop functional and personal, social and physical development skills across the whole curriculum and the wider community
- The continuous development of independence skills
- An holistic and interdisciplinary approach to ensure appropriate therapies and supports for individuals is integral to their curriculum
- The provision of clear, achievable and frequently reviewed targets which reflect the needs of the learner, parents, carers and other agencies
- Consistently high levels of positive reinforcement linked with high expectations and the continuous building of self-esteem through recognition of all learners' achievements

3d. how the school adapts the curriculum and learning environment for pupils with special educational needs

Leigh Academy Milestone follows the new National Curriculum statements on inclusion, and on the development of pupils' competence in numeracy and mathematics, language and literacy across the school curriculum



- Teachers set high expectations for every pupil, the ambitious and broad curriculum is adapted and to meet the needs of all pupils, the learning environment is similarly adapted to meet the needs of individual pupils and, where recommended, pupils are provided with access to ancillary aids and assistive technology
- Teachers use appropriate assessment to set targets which are challenging but realistic, lessons are planned to address potential areas of difficulty and to ensure that there are no barriers to every pupil achieving

The curriculum is driven by our Vision: that all pupils and staff are happy, aspirational learners who are **safe, supportive, curious communicators** (<https://leighacademymilestone.org.uk/curriculum/>). The curriculum is responsive to pupil's individual changing needs, with four distinct curriculum pathways (Brook, Stream, River and Waterfall) that pupils may stay within or transition between during their time at school. Each curriculum pathway has core elements, which run throughout the school.

Inclusion in the wider community is achieved through:

- Work experience
- Access to GCSE courses where appropriate
- Educational off site visits and activities
- Community Participation
- Cross school events, such as music festivals and sporting competitions

Facilities made available by the academy are fully described on the academy's website. They include:

- Early Years and Phase 1, access to outside learning environments
- All phases in the school have classroom bases and individual work spaces
- The Phase 3 and Phase 4 departments offer a mix of subject teaching rooms and class based rooms. These also have individual work spaces.
- The school has a range of specialist teaching rooms, these include:
 - A multi-use Science and Horticulture Studies room.
 - A Food technology room.
 - An Art studio space
 - A Library
 - A living skills 'flat'
 - A performing arts studio
 - A Sports hall
 - A hydrotherapy pool with a suite of changing facilities
- A range of specialist provision includes access to the interactive room, sensory spaces including SMILE rooms, physiotherapy room, soft play room and library
- Therapy Team including three Speech and Language Therapists, two S & LT Assistant, Physiotherapy (through the NHS) and Physiotherapy Assistant
- An Early Years Foundation Stage provision based at Leigh Academy Cherry



Orchard

- A Key Stage 2 satellite provision based at Leigh Academy Dartford
- A Phase 3 satellite provision based at Sir Geoffrey Leigh Academy
- Sixth Form satellite provision based at Wilmington Academy.

Learning outside the classroom is enhanced through:

- Outdoor learning areas for Early Years and Key Stage 1 classes
- Large playground areas
- The adventure trail
- Bike area
- Allotments and polytunnels
- Forest school area
- Use of local community facilities including Fairfield Pool in Dartford
- Work related learning at Bore Place for Phase 3 and 4 where appropriate
- Work experience in Key Stage 4 and 5, may be internal or external

There are a range of other specialist rooms used by external agencies which include:

- A medical room
- A physiotherapy room
- Training, Resource and Consultancy Centre
- All day cafeteria

The facilities and provision at Leigh Academy Milestone are regularly reviewed and improved according to the needs of our learners.

3e. additional support for learning that is available to pupils with special educational needs

Pupils will be grouped in small classes of between 8-13. They will be taught by the class teacher and be supported by between 2-5 teaching assistants, based on the needs of each class.

As detailed in the assessing and reviewing section (3b), pupils' progress will be closely tracked and specific interventions will be put in place for individuals.

The academy follows The Graduated Approach as detailed in the SEND Code of Practice (2015), this means that pupil support is planned, delivered and reviewed using the Assess, Plan, Do, Review process. Each term provision will be reviewed and findings will contribute towards the next plan.

3f how the school enables pupils with special educational needs to engage in activities of the school (including physical activities).

All clubs, trips and activities offered to pupils at Leigh Academy Milestone will be appropriate and meaningful learning opportunities in order to:



- Ensure maximum access and attainment within and beyond the National Curriculum including pre key stage standards & accredited courses, this is achieved through utilising available resources to develop learners and their independence skills, with a strong emphasis upon their personal, social, cultural, moral and educational development
- Ensure learners are safe, happy, feel valued as individuals and learn to cooperate with others
- Meet learners' personal, physical and social development needs; encouraging and rewarding the acquisition of moral values ensuring our learners leave the school ready to succeed in the next stage of their lives
- Ensure the academy's vision effectively provides for learners with a wide range of needs within a multi-disciplinary environment which allows them to realise their full potential

Where there may be health and safety concerns regarding pupils and activities, this will be risk assessed. Subject to risk assessment and where it is necessary, the school will use the resources available to it to provide additional adult support to enable the safe participation of the pupil in the activity.

3g. support that is available for improving the emotional and social development of pupils with special educational needs

At Leigh Academy Milestone we understand that an important feature of the school is to enable all pupils to develop emotional resilience and social skills, both through direct teaching, for example in lessons such as PSHE, Citizenship (KS3-5), communication sessions and indirectly with every conversation/ interaction adults have with pupils throughout the day.

For some pupils with the most need for help in this area we also can provide the following: Social Stories, ELSA (Emotional Literacy Support Assistant) sessions, Mental Health First Aiders, calm spaces for pupil to self regulate, mentor time with an identified member of staff, restorative justice where appropriate, an external referral to CAMHS LD.

Pupils in the early stages of emotional and social development because of their special educational needs will be supported to enable them to develop and mature appropriately. This will usually require access to age appropriate resources and support.



4. The name and contact details of the SEN Co-ordinator

This section is not applicable to Leigh Academy Milestone, as a school for pupils with profound, severe and complex needs.

5. Information about the expertise and training of staff in relation to children and young people with special educational needs and how specialist expertise will be secured

Staff are highly trained to meet the needs of the pupils. Within the academy all staff will receive a thorough 12 week induction training programme and weekly training covering teaching and learning, behaviour, and medical procedures (delivered by nurses from Kent Community Health NHS Foundation Trust).

When beginning employment at Leigh Academy Milestone, new employees will receive induction training which will include:

- Safeguarding (child protection) training
- Moving and Handling Theory
- An introduction to Total Communication
- An introduction to Makaton
- An introduction to Autism
- An introduction to proactive strategies to support behaviour
- Online Safety training
- Fire Awareness
- An Introduction to Eating & Drinking Difficulties
- Epilepsy
- Moving and Handling Practical if working with pupils with a physical disability.

The professional development of all staff involved in meeting the needs of all pupils at Leigh Academy Milestone is ongoing and continuous. A wide range of training opportunities is provided which includes:

- Skill sharing and the demonstration of good practice teaching techniques and strategies organised within the school using high quality resources
- Training delivered by in-house specialist staff such as Speech and Language Therapists, Behaviour Leaders, NHS Nurses, PMLD Leader, English and Maths Leaders, MOVE, Moving & Handling Leader and Team Teach Trainers
- Professional development sessions and one-off sessions on relevant subjects provided by a range of external specialists, these courses are tailored specifically to the needs of the school and reflect the changing needs and priorities of the school
- Attendance at courses offered by external providers, accredited and non-accredited



6. Information about how equipment and facilities to support children and young people with special educational needs will be secured

Where external advisors recommend the use of equipment or facilities which the school does not have, we will purchase it using the notional SEN funding, or seek it from the local authority. For highly specialist communication equipment the school will seek the advice of the KCC Communication and Assistive Technology team.

7. The arrangements for consulting parents and carers of children with special educational needs about, and involving them in, their education

The school recognises the importance of working collaboratively with children and their families to ensure provision for pupils with SEND meets their needs.

All parents and carers of pupils at Leigh Academy Milestone are invited to discuss the progress of their children twice per year in addition to the Annual Review meeting and receive a written report at the end of each academic year. In addition we are happy to arrange meetings outside these times. The Academy hosts regular coffee mornings for parents and carers on a variety of topics such as sensory processing dysfunction, autism, communication, toileting and play.

In addition to this, parents and carers will be invited to contribute to and attend an Annual Review, which, wherever possible will also include other agencies involved with the pupil such as health and social services, ensuring all bodies involved with the child work together to meet the needs of the child. Information will be made accessible for parents and carers with translators hired where required. School staff attend Child in Need meetings and these are mostly held at school during term time to ensure the academy works with parents, carers and other bodies, hence, contributing to Kent's Local Offer, for which information can be found at: <https://www.kent.gov.uk/education-and-children/special-educational-needs/about-the-send-local-offer>

8. The arrangements for consulting young people with special educational needs about, and involving them in, their education

When a pupil has been identified to have special educational needs because special educational provision is being made for him or her, the pupil will be consulted about and involved in the arrangements made for them as part of person-centred planning. Parents are likely to play a more significant role in the childhood years with the young person taking more responsibility and acting with greater independence in later years.



Leigh Academy Milestone encourages pupils to participate, at an appropriate level and in ways that reflect their evolving maturity.

- The pupil's views will always be ascertained, but this may not always be through direct discussion with the pupil if this is not appropriate
- Pupils will be enabled and encouraged to participate in all decision-making processes in their education
- Pupils need to be part of the process, to know that they are listened to and that their views are valued

Some of the ways pupils will be included in decision making process will be through:

- Being involved in target setting and identifying teaching and learning strategies that work for them
- As far as possible, learners are involved in their own assessment and are encouraged to make evaluative and descriptive assessments of their achievements, these may lead to further targets towards which learners are highly motivated
- Being empowered to identify their own behaviour for learning needs with appropriate levels of support
- Incorporating their views in every aspect of review of their education
- Encouraging self-advocacy and independence
- Development of pupil voice through involvement and engagement with the student council

9. The arrangements made by the governing body relating to the treatment of complaints from parents and carers of pupils with special educational needs concerning the provision made at the school

Any complaints from parents and carers of pupils with special educational needs concerning the provision made at the academy should be made through the academy's procedures, the Complaints Policy is available on the academy's website (<https://leighacademiustrust.org.uk/wp-content/uploads/2024/02/Complaints-Policy-2021-24.pdf>) or can be obtained from the academy office. We encourage parents and carers to discuss their concerns with their child's class teacher in the first instance to resolve the issue. Parents and carers can also contact the Assistant Principal of the phase their child is in, the Vice Principal, Deputy Principal or Principal before making the complaint formal to the Chair of the governing body.

If the complaint is not resolved after it has been considered by the governing body, then a disagreement resolution service or mediation service can be contracted. If it remains unresolved after this, the complainant can appeal to the First-tier Tribunal



(Special Educational Needs and Disability), if the case refers to disability discrimination, or to the Secretary of State for all other cases.

There are some circumstances, usually for children who have an EHCP where there is a statutory right for parents and carers to appeal against a decision of the Local Authority. Complaints which fall within this category cannot be investigated by the school.

10. How the Trust involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The Leigh Trust Board of Governors involves other bodies, including health and social services bodies, local authority support services and voluntary organisations in meeting the needs of pupils with special educational needs and in supporting the families of such pupils

The Leigh Trust Board of Governors has engaged with the following bodies:-

- Free membership of LIFT (Local Inclusion Forum Team) for access to specialist teaching and learning service
- Kent Community Health NHS Foundation Trust
- Access to Local Authority's service level agreement with Speech and Language Therapy Services/Occupational Therapy Services/Physiotherapy Services for pupils with requirement for direct therapy or advice
- Ability to make ad hoc requests for advice from Kent Communication and Assistive Technology Team
- Link to Disabled Children's Service and 16-25 Young People's Team for support for families.

11. The contact details of support services for the parents and carers of pupils with special educational needs, including those for arrangements made in accordance with clause 32 (Parent Partnership Services)

Information, Advice and Support Kent (IASK) provides free, impartial, confidential, advice, support and options around educational issues for parents and carers who have children or young people with special educational needs or disabilities (0-25). They empower parents and carers to play an active and informed role in their child's education. They can be contacted on



HELPLINE: 03000 41 3000
Office: 03000 412412
E-mail: iask@kent.gov.uk
Website: iask.org.uk

12. The school's arrangements for supporting pupils with special educational needs in transferring between phases of education or in preparing for adulthood and independent living

Before entering the academy, there will be a visit by staff to the child's existing educational setting and a visit by the child and their parents/carers to the academy. The pre-admissions meeting will ensure all information required to support the child will be known and strategies stated in the EHCP will be organised. This meeting will include representatives from the health and therapy teams to ensure all such needs are known and the academy is fully prepared. Planning for entry into the academy will be personalised and agreed prior to entry to ensure a smooth transition. The child may complete a phased transition to the academy or join full time immediately, depending on their needs.

Likewise, when leaving the academy and transitioning to the next phase of their education, academy staff will work with pupils and their families, alongside 6th Form and 19-25 providers to ensure all information regarding the child is shared fully. Staff will support pupils to successfully undertake transition visits to their next placement. Appropriate provision will be made for each pupil and they will have successful progression into employment, further education, training or appropriate adult provision.

Learners at Leigh Academy Milestone have:

- EHC Plan with specified aims, objectives and statement of need. Transitional outcomes are in place at years 6 and 11 and 14
- Reports from other agencies
- Where appropriate, a learner record from a feeder school which provides an account of the learner's attainments, needs, provision and progress
- Children in the Early Years are admitted through the LIFT process

This information provides a basis for making initial plans for the child.

During the first few weeks of the child's time at Leigh Academy Milestone:

- Further information/assessment/advice may be sought from agencies previously involved or indicated



- Baseline assessment of basic skills and attainment will be made using a variety of appropriate assessment and observations

The individual needs of each child will be established through:

- The learner's view of their needs (where possible)
- The parent/carer's view of the pupil's needs
- EHC Plan
- A summary of available information from the child's school history
- A summary of outside agency involvement
- The school's view of the pupil's needs

This is updated by review procedures at Annual EHC Review meetings, Termly Pupil Progress Outcomes Review Meetings, Outside Agency involvement, e.g. CiN meetings.

Where pupils already attend Leigh Academy Milestone but transition between classes and phases, they may be supported in the following ways:

- Class teams meet to share information and plan appropriate transitions specific to individual pupil need
- Observations of pupils in their current class/ phase
- Allocated transition morning for pupils moving between phases /settings, to familiarise themselves with the staff and new environment
- Additional transition support according to individual need
- A transition pack of photographs and/ or symbols for pupils to refer to over the summer holidays in preparation for September. This will be provided according to individual need
- Post transition support from previous class teacher/ team
- Parents and carers are invited to attend information sessions on the next Key Stage/ phase of education

We also contribute information to a pupils' onward destination by providing information to the next setting, including safeguarding records.

Leigh Academy Milestone encourages all pupils to think about their next stages in life. We aim to support our pupils to go on to achieve the best possible outcomes in participating in society, further education, independent living, supported living and/or employment. To achieve this we may:-

- access expert and impartial advice, ensuring that impartial career advice and guidance along with high quality work experience provides high aspirations and a wide range of options; and



- help pupils and parents and carers understand and explore how the support they receive in the Academy will change as they move into different settings, and what support they are likely to need to achieve their ambitions
- Ensure all pupil outcomes are linked to their planned transitions into adulthood and are trans disciplinary to ensure a holistic approach to their learning and skills gained, whether their intended destination be work, further education or independent living

At the end of their study in the 6th Form, students leave with Vocational awards and accreditation; students may achieve accreditation in Functional Skills English, Maths and IT. These can then be used as a basis for further accreditation at a later stage at another learning provider.

13. Information on where the local authority's local offer is published

The Local Authority's local offer is published as follows: <https://www.kent.gov.uk/education-and-children/special-educational-needs/about-the-send-local-offer> and parents and carers without internet access should make an appointment with the Academy Vice Principal for support to gain the information they require.

Reviewed: September 2024

Approved by the Principal: September 2024

Next review due: September 2025