



Heston

COMMUNITY SCHOOL



SEND AND INCLUSION POLICY

Approved by:	Full Governing Body	Date: 19 December 2025
Last reviewed on:	December 2025	
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This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 [29.07.14] 3.66 and has been written with reference to the following guidance and documents:
Equality Act 2010: advice for schools DfE Feb 2013 SEND Code of Practice 0 – 25 [29.07.14]

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1.0 Introduction

- 1.1 At Heston Community School, every young person is equal, valued and unique. We aim to provide an environment where all young people feel safe and can flourish. We will respond to individuals in ways which take into account their varied life experiences and particular needs.
- 1.2 The School is committed to providing an appropriate and high quality education to everyone within its community. We seek to promote progress, raise achievement, remove barriers to learning and ensure inclusion for all young people. As a fully inclusive school we are committed to providing personalised, differentiated learning so that the needs of all students are addressed, and their potential fulfilled.
- 1.3 Staff and Governors of Heston Community School believe that every student has an entitlement to develop their full potential. Educational experiences are provided, which allow students achieve and recognises their individuality.
- 1.4 Diversity is valued as a rich resource. In this School, inclusion recognises a child's right to a broad and balanced curriculum, which is appropriate to their individual needs, talents and abilities.
- 1.5 The SEND policy sits alongside the School Behaviour Policy to reflect the inclusivity of the school's provision and support for the students.

2.0 Aims

- 2.1 The School aims to:
 - Provide appropriate teaching which makes learning challenging and enjoyable
 - Provide equality of educational opportunities for all
 - Ensure implementation of government and LA inclusion recommendations

- Ensure this Policy is implemented consistently
- Identify barriers to learning
- Provide appropriate resources and experiences to meet diversity of needs
- Provide an appropriately differentiated curriculum
- Support staff, parents and students
- Recognise and value students' achievements
- Work within the guidance provided in the SEND Code of Practice [2014], so that our SEND students are integrated as fully as possible into the educational and social life within the schools setting. Where this cannot be the case, to ensure that suitable alternative provisions are made.
- Ensure students with SEND are the shared responsibility of all staff.

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 students 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

3.0 Definition of Inclusion

- 3.1 Inclusion is a process, which recognises and values diversity. Inclusion aims to maximise the individual's opportunities to engage within a community, sharing common aims and values and derive benefit which helps to maintain positive life experiences.

The Code of Practice 2014 defines SEND as: A child or young person has SEND 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 or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or 16
- 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' Special educational needs and disability code of practice: 0 to 25 years

The 'Equality Act 2010' states: A person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities Where a disabled young person requires special educational provision, they will also be covered by the SEND definition. From Education Act 1996 section 312 'special educational provision' means: educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LA. Some students have a Special Educational Need and disability. For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months [there are special rules covering recurring or fluctuating conditions]
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping' Students with SEND and/or disabilities admitted to Heston Community School could have difficulties with one or more of: Communication and interaction Cognition and learning Social, mental and emotional health Sensory or physical

4.0 Legislation and guidance

This policy and information report is based on the statutory [Special educational needs and disability code of practice: 0 to 25 years](#) and the following legislation:

- Part 3 of the [Children and Families Act 2014](#), which sets out schools' responsibilities for students with SEND 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.

5.0 Coordination of Inclusion

- 5.1 The SENDCO is the Inclusion Coordinator and monitors the Inclusion Policy, reporting to the Headteacher and to the Governing Body.
- 5.2 The Head of the Centre for the Deaf, the SEND Manager and the EAL Manager are also responsible for ensuring all Heston Community School's students are fully included in all aspects of school life.

They will:

- Manage the day-to-day implementation of the Policy
- Coordinate the provision for students with SEND
- Maintain the SEND list and regularly update the SEND provision map
- Maintain resources and specific interventions to ensure appropriate provision is made
- Track progress using School-based and statutory assessment data
- Complete referrals to outside agencies when required
- Complete relevant documentation required for additional funding for students at School Support, those with Top-up Funding and High Needs Funding
- Support and advise colleagues
- Monitor and evaluate the SEND provision and report to the Governing Body
- Act as a link with outside agencies
- Liaise with the Designated Safeguarding Lead where a looked after student has SEND
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the School's delegated budget and other resources to meet students' needs effectively

- Liaise with parents/carers of students with SEND
- Liaise with primary feeder schools, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Be a key point of contact with external agencies, especially the Local Authority and its support services
- Liaise with potential next providers of education to ensure a student and their parents/carers are informed about options and a smooth transition is planned
- Work with the Headteacher and Governors to ensure that the School meets its responsibilities under the Equality Act [2010] with regard to reasonable adjustments and access arrangements, including those for public examinations
- Ensure that the School keeps the records of all students with SEND up to date

5.3 Our SENDCo manages the Head of the Centre for the Deaf.

5.4 Our SEND Team Manager and Higher Level Teaching Assistant [HLTA] is responsible for the day-to-day operational practices. She is currently training to be Specialist Assessor for Educational Testing and Access Arrangements.

5.5 The Governing Body has a named governor who is responsible for SEND and Inclusion matters.

5.6 The SEND Administrative Assistant completes all Inclusion administrative tasks including record keeping, correspondence, telephone and email enquiries and messages from parents/carers.

5.7 Teachers and Teaching Assistants are responsible for meeting the needs of all students in their classes. Students are part of Year and Tutor Groups at the School and can be taught in ability sets for subjects.

6.0 Specialist and Resource Allocation and Accessibility

6.1 Heston Community School accommodates a Centre for the Deaf.

6.2 Specialist provision, equipment and aids may include, adjustable height furniture, communication aids for the deaf students and equipment recommended by specialists. Appropriateness of specialist provision is regularly reviewed as part of the School's Accessibility Plan and is included in the Disability Equality Scheme.

6.3 The Centre for the Deaf is staffed by a team of specialist Teachers of the Deaf and Teaching Assistants who are BSL signers. The specialist provision provides day to day in class support as well as curriculum based lessons in the Centre. The specialist equipment such as radio aids and hearing aids are monitored and checked by the Centre. The students also receive speech and language therapy sessions, which are also built into the student's curriculum.

6.4 The Headteacher, Deputy Headteacher, SENDCo and the Business Manager are responsible for the operational management of the budget for special educational needs provision and Inclusion. The School will use a range of additional funding including the notional SEND budget and, where applicable, Pupil Premium to provide high quality appropriate support for students. The SEND provision map specifies the cost of supporting students categorised as SEN Support [K] and those that have an EHCP [E].

7.0 **Assessment Procedures**

7.1 At Heston Community School, we aim to celebrate the achievements of all our students.

7.2 **SEND Support – A Four-Part Cycle**

The identification of SEND is built into the overall approach to monitoring the progress and development of all students in school.

Assess

Subject teachers, support staff, SENDCo, and Inclusion Managers, will carry out a clear analysis of a student's needs. This assessment will be reviewed regularly. Where appropriate, outside professionals will help to inform the assessment. Parents/Carers will be asked to contribute to the assessment.

Plan

Parents/Carers will be formally notified. Adjustments, interventions, support and review dates will be agreed with staff, parents and student. This will be recorded on the School Information System.

Do

Subject teachers will remain responsible for working with the student on a daily basis and retain responsibility for their progress and outcomes. Subject teachers will plan and assess the impact of support and interventions with any teaching assistants or specialist staff involved. The SENDCO and Inclusion Managers will support the process.

Review

The effectiveness of the support and interventions and their impact on the student's progress will be reviewed on the agreed date. A formal 'Review' will be held with parents/carers once a year. Parents/carers will also have the opportunity to discuss progress with SEND staff on Academic Mentoring Day, Parents' Evenings and Inclusion Parents Evenings. Additional reviews will be arranged according to need. Subject teachers, working with the SENDCo, and Inclusion Managers, will revise the support in light of the student's progress. If a student does not make expected progress over a sustained period, the School will consider involving specialists. The School liaises with the following services: Educational Psychology Service, School Health and SEND, Deaf support and EAL support and, where appropriate, Social Services and the Looked After Children Team.

7.3 **Mainstream SEND Funding Model**

Where a student's needs exceed the nationally prescribed threshold [currently £6,000] additional funding will be applied for from the Local Cluster.

7.4 **Education, Health and Care Plans [EHCP]**

Where, despite having taken relevant and purposeful action to identify, assess and meet the SEND needs of a student and the student has not made expected progress, then the School or parents/carers may consider requesting an Education, Health and Care Assessment. The School will provide the Local Authority with evidence of the action taken as part of SEND support.

7.5 Further details on our inclusive provision for students can be found in the SEND Offer on the School Website and in our Accessibility Plan.

- 7.6 Heston Community School follows this graduated approach of action and intervention as outlined in the Code of Practice [2014].
- 7.7 School assessment data, teacher judgments and, where appropriate, assessments from outside agencies are used to identify children who require additional and/or different provision. A Provision Map is completed annually and outlines all SEND support.
- 7.8 At Heston Community School, student needs are recorded in the Inclusion File. These are met in the classroom by teachers and on occasion with additional TA support. Progress is monitored in accordance with whole school systems. However, if concerns are raised by parents/carers or staff, a review meeting is called to address the difficulties.
- 7.9 Students with an EHCP are provided with a Key Worker who meets with these students once every two weeks. Individual and small group interventions are planned with the SENDCO or Inclusion Manager and any relevant outside agencies. Targets are reviewed with parents/carers at Annual Review Meetings. The meetings are where possible chaired by the SENDCO.
- 7.10 Those children with Top-up Funding or who have undergone statutory assessment for their high needs and have an EHCP, have detailed individual costed provision plans. The additional support/resources match with the provision plan. The purpose is to improve outcomes for young people with high additional needs and prepare them for adulthood. Targets are reviewed with parents/carers at Review Meetings. The meetings are chaired by a member of the Inclusion Management Team.
- 7.11 Hearing Impaired students complete the Diagnostic Reading Analysis Test, every year to track and monitor reading progress.

8.0 Professional Development

- 8.1 The SENDCO ensures staff are informed of local and national developments in relation to SEND and Inclusion.
- 8.2 Training needs are identified and, where appropriate, outside agencies are used to deliver the training.
- 8.3 Early Career Teachers [ECT] are offered support and in school training by the Inclusion Team. New members of the Inclusion Team are inducted and trained.

9.0 Parent/Carer Partnership

- 9.1 Heston Community School has a positive attitude to parents/carers and values their role in their child's education. Parents/Carers are always informed when their child is placed on the Inclusion File and the graduated response, outlined in the Code of Practice, is explained to them. They are fully involved in the review process. Interpreters are arranged for parents/carers who require translation during meetings.
- 9.2 The Year Teams at the School are proactive in supporting parents/carers in a variety of ways, including home visits, liaising with agencies, organising activities and facilitating and delivering training. They attend and contribute to the 'Review Meetings' set out in the Code of Practice.

10.0 Complaints

If a parent/carer has a special educational need and/or disability [SEND] complaint or concern about the support their child is receiving to help them with their SEND, they should first raise any concerns you have with Mrs Hardy, the School's SENDCO. She can be contacted on 0208 572 1931 or by email on chardy@hestoncs.org or info@hestoncs.org.

If you feel your complaint has not been addressed then please write a letter of complaint to the School's Headteacher, Mr Berdesha, at the address below.

Headteacher
Heston Community School
Heston Road
Heston
Hounslow
TW5 0QR

If you are not happy with the School's response to your complaint, then please contact the School's Governing Body. The letter should be addressed to the Chair of Governors and emailed to GB@hestoncs.org or can be handed into Reception.

If you remain unhappy with the outcome, please Contact Hounslow SEN on sen@hounslow.gov.uk or by phone on 020 8583 2672

For more information on making a complaint about SEN support, in a school or an academy, go to <http://www.gov.uk/complain-about-school/sen-complaints>

11.0 Links with External Services

11.1 Links with a range of external services are well established. Regular multi-agency meetings take place that involve colleagues from the following services - Educational Psychology, School Health, Teaching and Support Service, Deaf Support Team and - when appropriate - Social Services and Looked After Children Team.

12.0 Access to the Curriculum

12.1 At Heston Community School a broad, balanced and relevant curriculum is differentiated to enable all young people to access the learning. In planning and teaching, teachers aim to provide suitable learning objectives, meet the young peoples' diverse learning needs and remove the barriers to learning. For the majority of the week, young people with SEND are taught with their peers in mainstream classes. However, where appropriate and in order to maximise learning, some young people are withdrawn either individually or in small groups, to take part in targeted, time-limited interventions, planned to meet particular needs. Deaf students' needs are evaluated and adjustments are made to the curriculum when needed.

12.2 Young people with SEND are actively encouraged and supported to join in and benefit from additional activities and clubs.

13.0 Student Voice

- 13.1 At Heston Community School, the views of all students are valued. Students' questionnaires are used to gather their views on their progress three times a year. All young people with SEND are aware of their individual targets and are involved in the process of setting them.

14.0 Medical Conditions

- 14.1 Heston Community School will follow the recommendations of the Children and Families Act 2014 with regard to arrangements to support students with medical conditions. Where a student also has SEND, their provision will be planned and delivered in a co-ordinated way with their Healthcare Plan.
- 14.2 Heston Community School has a secure medicine cabinet where medicines can be safely stored with the permission of the parent/carer. Where necessary, students are supervised to take medication in school by appropriately trained staff.

15.0 Admission Arrangements

- 15.1 The School has adopted the criteria set out in the LA's Admission Policy. The School welcomes children with known special educational needs, as well as identifying and providing for those not previously identified as having SEND.
- 15.2 Admissions interviews with EAL students are attended by a member of the EAL Team.

16.0 Transition Arrangements

- 16.1 At Heston Community School, transition is carefully planned at KS2-KS3, KS3-KS4 and Post 16 in order to ensure successful transitions. Students and parents/carers will be fully involved in the planning for the transfer to a new setting and key information about SEND provision will be shared with other providers.
- 16.2 In Year 7, we have a small group of students who are facing particular barriers to learning, particularly in Literacy and Numeracy at this stage in their learning. They are allocated two additional Literacy lessons and one additional Numeracy lesson to support their development.
- 16.3 There is ongoing transition of EAL students throughout the year to help them settle into School and life in the UK.

17.0 Monitoring and Evaluating the Success of Provision:

- 17.1 A variety of methods are used to monitor and evaluate the provision and achievements for all students, particularly those with SEND:
- Regular observation of teaching
 - Analysis of assessment data shows expected progress is in line with their targets between Key Stage 2 and 4 for all students. However, adjustments will be made in line with their outcomes if they have an EHCP. Students without these but with

delayed learning or other issues that affect their learning may also have targets adjusted.

- Assessment records that illustrate progress over time, e.g. reading scores
- CAT4 Testing for all incoming Year 7 students to assesses their cognitive levels in order to make sure teaching styles match their needs to maximise progression
- Pre - and post - assessments for those students who are withdrawn for targeted interventions
- Success rates in respect of individual targets
- Monitoring by the governor with responsibility for SEND
- The views of parents/carers and students
- Provision Mapping – used as a basis for monitoring the impact of interventions
- Case studies to evaluate strengths and weakness with regard to intervention and progress. They are used to review and see how things can be improved
- Initial EAL assessments & re-assessments are carried out termly. All EAL stages are recorded, tracked and monitored closely.

See also:

- SEND Offer
- SEND Information Report
- SEND Code of Practice
- Home-School Agreement
- Marking and Assessment Policy
- Annual Review Procedures
- Equal Opportunities Policy
- Equality Duty
- Complaints Policy