



SEND Information Report

November 2023

Approved by Local Governing body

Chair of Governors: John Garner

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The aims of Ruislip High School

Ruislip High School believes that all students are valued equally. The different needs of students are recognised and met through a varied, flexible adaptive teaching and curriculum provision. The school has high expectations of all students and progress is rigorously tracked. Success is celebrated so that students become confident learners who can participate fully in the life of the school as well as in the wider community. Staff have regular training in meeting the needs of SEND students and every effort is made to ensure that every student makes outstanding progress and is well prepared for adulthood. This information report is in keeping with the school's aims, and the school curriculum policy and equality duty policy (available on the school website).

What kinds of Special Educational Needs are provided for at Ruislip High School?

Our school currently provides and supports a range of needs within the mainstream classroom, including:

- Communication and interaction, for example, autistic spectrum disorders, speech and language difficulties;
- Cognition and learning, for example, dyslexia, dyspraxia;
- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD);
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy or a physical disability.

Students with every type of SEND are fully integrated into the life of the school and all students contribute to the social and cultural activities of the school.

My child has an Education, Health and Care Plan (EHCP), what is the admissions process for Ruislip High School?

All admissions for students with an EHCP are handled by your child's SEND officer from Hillingdon Borough Council, or the borough that you are resident in. If you are unsure who your SEND officer is please contact the SENCo at the school your child currently attends.

If you have made an expression of interest to your child's SEND officer for a place at Ruislip High School, the SEND officer will contact us to ascertain if we are able to meet your child's needs as described in their EHCP and supporting documents. No paperwork should be sent by parents to the school prior to a place being offered.

My child does not have an EHCP, what is the admissions process for Ruislip High School?

You can find all information regarding the general admissions process to Ruislip High school on the school website.

If you have any questions about admissions to Ruislip High School you can contact our Admissions Officer, Mrs Keohane on office@ruisliphigh.org.uk or by telephone: 01895 464064.

If you have any questions regarding admissions in Hillingdon Borough you can contact the team via admissions@hillingdon.gov.uk or by telephone: 01895 558670.

How will my child's progress be assessed and reviewed?

The school follows the [2015 SEND Code of Practice](#) graduated approach. Students are initially identified as having SEND through liaison with partner primary schools. Students may also be identified during their time at Ruislip High School either through staff observation or by referral from an outside agency.

The graduated approach's four-part cycle of assess-plan-do-review is followed, overseen by the SENCo (Mrs Louise Ware) and in consultation with teachers, TAs, parents/guardians and outside agencies where appropriate.

- Assess - subject teachers, Teaching Assistants (TAs) and the SENCo analyse a student's needs before identifying a student as needing SEND support.
- Plan - required support is planned and parents informed.
- Do - high-quality teaching from the subject teachers with high aspirations is key, with possible additional interventions taking place.
- Review - the effectiveness of the support is reviewed and next steps are planned.

Students who do not make expected progress based on accumulated evidence are placed on the SEND register with additional supportive measures put in place. Parents/guardians are consulted before this decision is made. The SEND register is a list of all the students at Ruislip High School who have special educational needs (SEN) and/or a disability. The SEND register is regularly reviewed and students will move on or off the register as appropriate.

Where students have more complex needs, and the SENCo feels that an EHCP assessment may be needed in the future, parents/guardians will be invited to contribute to a 'My Support Plan'. A 'My Support Plan' is a non-statutory holistic assessment for children between the age of 0-25 with SEND. It is co-produced with parents/guardians and sets outcomes that are reviewed termly to closely monitor progress and assess the impact of support provided.

How will be I consulted and involved in my child's learning?

Where students are in receipt of an EHCP, or for those who present with complex needs, the school meets with parents and professionals prior to the student joining the school. All students with SEND and their parents/guardians complete a passport which is updated annually and shared with all school staff. This ensures successful strategies for each child are shared with all teachers. The Learning Support Faculty is always happy to meet with parents/guardians to discuss the support their child is receiving.

Parents/guardians have the opportunity to meet with teachers annually at parents' evenings. Parents/guardians will receive a termly progress report so that progression for your child can be tracked throughout the academic year. Ruislip High School uses the ClassCharts app and this provides an overview of their child's day at school. All homework at Ruislip High School is set online using Google Classroom. Upon joining the school parents/guardians will be sent an invitation to receive regular homework summaries for their child.

We would encourage parents to contact their child's subject teacher should they have concerns regarding progress in their subject area. Parents can phone and leave a message for subject teachers

by calling 01895 464064, or email via: office@ruislihigh.org.uk. All students with EHCPs have annual review meetings.

How will my child be involved and consulted?

All students at Ruislip High School are encouraged to take ownership of their learning through regular reviews and target setting in class. Should they receive any additional support they will be spoken to by the SENCo or a member of the LSF to discuss what support will be in place, why it is being put in place and how we will measure its success. At the end of a package of support their supporting teacher will collect their views on the effectiveness of the intervention and how it has progressed their skills. This may happen informally through discussion and questioning or via a structured survey or feedback document.

If your child has an EHCP their views will be sought via the annual review process.

How will you support my child to transition between different phases of their education and how will they be prepared for adulthood?

Staff visit local primary schools to liaise with other SENCos, class teachers and new students and, where possible, attend annual review meetings for students with EHCPs.

All students with SEND from Year 9 onwards can have meetings with the careers advisor and can have their parent/guardian or a member of the school staff with them for these meetings.

For students leaving Ruislip High School, the school has procedures in place to ensure that transfer arrangements take place with ease and are perceived in a positive light. The school ensures records contribute to the future planning for the benefit of the students.

The Learning Support Faculty organises visits to local colleges and visits from representatives of local colleges specifically for students with SEND. Where appropriate students with SEND are supported to complete their applications to ensure they have a clear idea of the courses that may interest and suit them should they leave Ruislip High School. All current Ruislip High School students are encouraged to apply to our Sixth form. Useful information regarding Options, Careers and Work Related Learning can also be found on our website.

There are links to our Sixth form, local colleges and charities that can help with the transition process below:

- [Ruislip High School Sixth form](#): Our Sixth Form is well established and fosters independence whilst providing the support necessary to ensure that all students reach their potential. There are three key principles at the core of the Sixth Form experience at Ruislip High School: academic excellence; individualised pastoral care; and significant super-curricular and extra-curricular activities.
- [Uxbridge College \(HCUC\)](#): Uxbridge are now part of HRUC (Harrow, Richmond & Uxbridge Colleges) - the newest college group in London, following their recent merger with Richmond upon Thames College.
- [West Herts College](#): West Herts college offers courses and apprenticeships.
- [Capel Manor College](#): London's only environmental college, they are proud to play a vital role in the capital's green agenda. Students can gain qualifications with Capel Manor that are valued by land-based employers and begin, or boost careers in our natural world.
- [HACS](#): HACS are committed to raising awareness, knowledge and understanding of autism. Their mission is to improve quality of life by minimising disability and maximising ability.

- [Green Corridor](#): Green Corridor is a registered charity and approved specialist education provider for 16 to 25 year olds with special educational needs and those who are not in Education, Employment or Training. They provide accredited vocational courses in Horticulture and Catering, as well as English and Maths Functional Skills.
- [Hillingdon Local Offer for Preparing for Adult Life](#): Provides information for young people with special educational needs on employment and finding somewhere to live.

What support is there for my child’s emotional well-being?

The school has additional pastoral support in place for students with SEND to support their emotional and social development. Where relevant, students may see a school mentor, the school counsellor, attend social skills sessions with a trained TA or attend mentoring with an older student. Student wellbeing is also addressed through our tutorial and assembly programme throughout the academic year via presentations from form tutors and heads of year groups.

The school has seven staff members who are trained as Mental Health First Aiders. These staff members, along with our safeguarding team, are a point of contact for a student experiencing mental health issues and emotional distress and can signpost to the most appropriate means of support. Further information regarding support for mental health can be found in our Safeguarding and Child Protection Policy.

Information regarding how Ruislip High School promotes positive behaviour in our school community can be found in our Promoting Positive Behaviour Policy.

When necessary, the school will contact Hillingdon’s Stronger Families Hub to explore avenues of external support. The safeguarding team will make referrals to outside agencies if there are concerns regarding the safety of any student and the school recognises that students with SEND are particularly vulnerable.

How will my child be included in activities outside of the classroom?

Our new EcoHub was opened in September 2022 and offers our students a chance to learn about ecology and natural diversity. There is an indoor and outdoor classroom and the learning space encourages students to learn about the natural world in a practical way.

All students at Ruislip High School have access to the extra-curricular activities we run. Where necessary, reasonable adjustments can be made, and additional support can be offered.

The school offers a wide range of clubs and activities both before and after school, which have been designed to appeal to a wide range of interests and abilities. These are accessible to all and we encourage students to join at least one. You can read more about our Above & Beyond Clubs on our website.

In addition to clubs, Ruislip High School offers trips and activities to take learning beyond the classroom. Students are also encouraged to sign up to undertake the Duke of Edinburgh Award in Year 9. Ruislip High School offers students the opportunity to participate in Bronze, Silver and Gold awards.

What training and specialist skills do the staff supporting children with SEN have?

Our SENCo, Mrs Ware, is fully qualified, holding the National Award for SEND, and is qualified in undertaking psychometric testing and in the application of access arrangements for formal examinations such as GCSEs. Where relevant, the school will employ outside agencies to provide training to the SEND team, and the staff at Ruislip High School, to robustly support the needs of all children with SEND.

All staff at Ruislip High School receive regular training in SEND to ensure they are able to adapt their teaching to meet the needs of the students in their classrooms. Training may be provided from specialist Ruislip High School teaching staff or via outside agencies.

What do you do to make the school environment and curriculum accessible to all children?

At Ruislip High School, high-quality teaching is the first step to accessing the curriculum for all students. The SEND Code of Practice 2015 is clear that 'special educational provision is underpinned by high quality teaching and compromised by anything less'. It is intended that the majority of students will spend the majority of their time in class. Where this is, on its own, not sufficient, teachers, students and parents/guardians work together to implement interventions that are additional to, and different from, the ordinarily differentiated curriculum. These form part of the assess-plan-do-review cycle. For those students who require support in addition to the ordinarily adapted curriculum, interventions are time limited and are run on a rolling timetable during the school day. This is so that the impact on student learning in other subject areas is kept to a minimum.

Ruislip High School is fully accessible to all students, regardless of any physical need. You can find the school's accessibility plan on the website.

Access arrangements for external exams are put in place for those students who meet the criteria outlined by the Joint Council for Qualifications. You can find further information regarding access arrangements [here](#).

What specialist external services does the school use to help meet children's needs? How do you work together?

The school works with a variety of specialist services and outside agencies. We work together, on a needs basis, to ensure the right provision and support for the children who attend Ruislip High School. The services we work with include:

Educational Psychology Service

You can access information about the Hillingdon Educational Psychology service [here](#).

Speech and Language Therapy (click [here](#))

Occupational Therapy (click [here](#))

Physiotherapy (click [here](#))

Vision Impairment Team (click [here](#))

Hearing Impairment Team (click [here](#))

Child and Adolescent Mental Health Services (click [here](#))

Where we feel there is an additional need, the school employs private professionals who have a reputation for excellence in working with children with SEND in secondary schools. We buy in the professionals below to boost the support available to our students with SEND:

Jane Hayward - Educational Psychologist (click [here](#))

Geraldine Pinnock - Occupational Therapist

What should I do if I'm unhappy with my child's support or progress?

The school strives to work in partnership with parents to ensure a collaborative approach to meeting students' needs. Concerns about SEND provision should be made initially to the SENCo. If the matter cannot be resolved, it is then referred to the Headteacher through the school's Complaints Procedure which can be found on the VLT website.

Where can I go for further advice and support?

- More information about Hillingdon's Local Offer of services and support for children and young people with SEND can be found [here](#).

- Hillingdon SENDIASS - SENDIASS (Special Educational Needs Disabilities Information Advice and Support Service) is a free, confidential and impartial service for parents and carers, children and young people up to 25 years. The service provides legally based, impartial, confidential and accessible information, advice and support for parents of children and young people with SEND and/or disabilities, about education, health and social care. Website (click [here](#)).