

# SEN Information Report

## School Name Manor Academy.

Trafford's local offer makes it easier for families to find out about the support that is available for children and young people with SEN or who are Disabled. The intention is to improve choice and transparency for families. All schools and academies in Trafford are expected to identify and support pupils with special educational needs to make the best possible progress. Schools are supported to be as inclusive as possible and wherever possible, the needs of pupils with a Special Educational Need are met in a mainstream setting, where families want this to happen. Trafford's Graduated Approach document provides guidance on what should usually be available within school's resources.

Schools have a duty to publish SEN Information on their website which is updated every year.

### 1. What kinds of special educational needs does the school provide for?

Manor Academy is part of the Sovereign Trust; an Academy Trust made up of Manor and Pictor Academies. Both these academies provide specialist support for learners who have identified needs in the areas of cognition and learning. The pupils at Manor Academy are between the ages of 11 and 18 and may be experiencing moderate learning difficulties (MLD), severe learning difficulties (SLD), autistic spectrum condition (ASC) and social and emotional mental health (SEMH), speech and language difficulties. In addition, pupils may have sensory or physical difficulties, which cause a barrier to their learning. All pupils attending Manor Academy will have a Statement of SEN or an Education Health and Care Plan (EHC). There may be agreement with the LA that a pupil is placed pending the outcome of an assessment for an EHC Plan.

We currently have 101 pupils in the main body of the school, 23 in Manor College (post 16 provision) and 32 in the Autism Centre.

### 2. How does the school know if children/ young people need extra help and what should I do if I think my child/young person may have special educational needs?

All pupils have a statement/Education Health Care Plan (EHC). We continue to work along the national guidelines of transferring all of our pupils' statements of special education needs to Education, Health and Care Plans. All families of children who are involved in this process will receive information on the process and be supported by school throughout.

The Academy has access to a number of external agencies providing specialist support where identified in the statement/EHC Plan

### 3. How will both you and I know how my child/young person is doing?

- The Academy holds an annual pastoral and academic evening and every young person attends a person centered Annual Review.
- Each pupil has an Education Action Plan (EAP), which identifies individual targets based on pupils Statement / EHC objectives. This is shared with all parents and staff to ensure that relevant strategies and differentiated approaches are implemented in the planning and delivery of lessons
- The EAP will be reviewed on a termly / bi-annual basis dependent on the pupil.
- Subject targets are shared with parents via the academy's bi-annual reporting process
- A questionnaire is sent out to all parents/carers prior to the Annual Review, which enables them to give feedback and prepare for the review meeting. Although the review is a formal meeting, the atmosphere aims to be relaxed to ensure parents feel comfortable and able to contribute fully to the meeting. An interpreter can be provided where necessary.
- The academic and personal progress of each young person is closely monitored
- Information provided to parents about subjects/topics so that the students can be supported in their learning at home/contribute relevant information.
- Organised workshops for parents to develop their skills.
- Parents are provided with opportunities for communication throughout the year. Parents are welcome in school and meetings can be arranged to discuss any issues/concerns and parents can be supported by staff or signposted to the appropriate services.
- End of year exam results for learners in Year 11,12 and 13
- Regular text messages, postcards home, school website, twitter and newsletter
- The use of Scerts principles and practice for students with an ASC where appropriate, is used to assess progress in the areas of social communication and emotional regulation.

### 4. How will the curriculum be matched to my child/young person's needs?

OFSTED November 2013

“The 6<sup>th</sup> Form provides personalised programmes which are well matched to the needs of each student so that when they leave school they are very well prepared for their future lives.”

At Manor Academy, we strive to create a broad and wide-ranging curriculum that is engaging, inspiring and challenges all of our students. We aim to be responsive to each learner and build on their individual strengths and interests, providing an engaging, cohesive and relevant curriculum with strong links to assessment.

Each young person has access to a differentiated National Curriculum at Key Stage 3 and a wide range of externally accredited courses at Key Stage 4 and 5 ranging from Entry Level to GCSE these include vocational options. Pupils are able to take options in Key stage 4 and Key stage 5 from a range of academic and vocational subjects these include construction, Catering, Childcare, Art, Performing Arts and ICT. Youth challenge is part of the year 10 curriculum. Pupils develop their confidence, team-working skills whilst rowing, rock climbing, and orienteering. As part of Youth Challenge all year 10 pupils are entered for the Bronze Duke of Edinburgh Award. In post 16 there is an emphasis on independence skills and skills for working life. This includes a range of work placements. The ‘Bridging the gap’ initiative at Manchester university, takes place in year 13.

There is an emphasis on communication skills for pupils across the school.

Pupils are offered alternative timetables according to their needs. This includes swimming, individual and group counselling and Lego therapy.

A focus for all learners at all key stages is the development of independence skills. We want all our young people to leave school with the skills they need to ensure they are successful in their adult lives.

#### **5. How will school staff support my child/young person?**

Every young person is supported through:

- A high staff to pupil ratio of qualified staff who are highly skilled and experienced in teaching pupils with SEN
- All staff have access to relevant and appropriate training
- Staff renew training in accordance with statutory guidance

- The needs of each pupil are identified through the EAP which is used effectively to support each learner
- Students have access to other agencies e.g. Speech And Language Therapy, Occupational Therapy, the visual impairment team and the Educational Psychologist

#### **6. How is the decision made about what type and how much support my child/young person will receive?**

Provision at Manor Academy is tailored to the individual. The amount and type of support a young person needs is decided through collaboration between parents/carers, school and partner agencies. Support programmes are regularly reviewed to ensure they remain relevant and successful.

#### **7. How will my child/young person be included in activities outside the classroom including physical activities and school trips?**

Every young person in school is given the opportunity access to extra-curricular activities.

- Residential trips are offered annually to all year groups and has included visits to The Childrens Adventure Farm, Blackpool, Bisphan, The Kingswood centre, Yorkshire and the Anderton Centre in Rivington.
- Extra- curricular activities are on offer four nights of the week and include performing arts, football, basketball, fitness sessions and cooking clubs. School lays on transport for young people who are not independent travelers to enable them to have equal opportunities
- The school has an annual production, which takes place at the Riverside theatre.
- The school has a bike pod on site and pupils benefit from rides out during the summer months
- Duke of Edinburgh Bronze Award is compulsory for young people in Year 10 and at Y11 pupils are able to opt for the Silver Award. Pupils enjoy camping out over night to gain the Bronze / Silver Award
- There are many visits each term as part of the school curriculum enrichment programme. Recent examples include The lowry centre, Chirk Castle, Manchester University, The Royal exchange theatre, Sharston recycling centre, Sale water park and The Eitihad stadium.

#### **8. What support will there be for my child/young person's overall wellbeing?**

OFSTED November 2013

“The development of students’ spiritual, moral, social and cultural skills and knowledge is extremely well supported by many and diverse opportunities to try out new things, visit new places and make a contribution to the school and wider community.”

Each Key Stage has its own manager supporting the form tutors, teaching assistants and pupils in small class sizes with a high staff to pupil ratio. All pupils have a named member of staff who they go to if in need of additional support.

Manor Academy has a nurture base, which caters for our more vulnerable learners and has a focus on the social and emotional aspects of learning (SEAL). We also have a resource base for young people with Autistic Spectrum Condition. These learners are supported in a highly nurturing and structured setting but with the capacity to access learning in the main body of the school if appropriate. Students within the main body of the school can also access sessions in the resource base pertinent to their needs.

#### **9. What specialist services and expertise are available at or accessed by the school?**

Every young person is supported through:

- Partner working. We liaise closely with our partners in Health and Children’s services

The full local offer of services available in Trafford can be found at [www.trafford.gov.uk/localoffer](http://www.trafford.gov.uk/localoffer) or by contacting the Family Information Service on 0161 912 1053 or [fis@trafford.gov.uk](mailto:fis@trafford.gov.uk)

- We work with a wide range of professionals including; speech and language therapists, occupational therapists, physiotherapists, psychologists, social workers, nurses, pediatricians and parent partnership.

#### 10. What training have the staff supporting children/young people with SEND had?

All staff at Manor Academy are trained to support young people with SEND. Training is on-going and regularly reviewed to keep up to date with developments in the field. Training provided includes Teamteach (positive behaviour management), Autism Training, Restorative Practice, Safeguarding and Child Protection, Clicker 7 software, e-safety

#### 11. How accessible is the school environment?

- A physically accessible school building including toilets and outdoor spaces
- The school has two lifts to increase access to all areas of the school for the pupils.
- Total access to the wide and varied curriculum
- An appropriate learning environment created to suit priority need, which encourages and supports young people to access learning eg sensory curriculum, fully differentiated activities
- Communication is supported according to the young person's needs eg. Picture Exchange Communication (PECS), comic strip conversations, social communication groups
- We are supported by the LA's Speech and Language Therapists who provide on-site support, assess young people's needs and devise appropriate SALT programmes for staff to implement as well as working alongside staff to develop our lego therapy programme.

#### 12. How are parents and young people themselves involved in the school?

LPPA 2017

'Parents really value the transition arrangements and feel very involved in their children's education'

'Pupils really enjoy learning at the school and value how the parents are able to join in the celebration of achievements'

- At Manor Academy, communication with families is extremely important to us. We offer an open door policy and encourage parents/carers to contact us on an on-going basis
- Where it is appropriate young people have a Home School Diary to exchange information between teachers and parents/carers
- A termly school newsletter is attached to the school website providing families with up to date information regarding the school.
- The Annual Review Reports are sent home prior to the meeting, at which parents/carers, staff and pupils can discuss issues pertinent to the individual young person
- Curriculum and Pastoral meetings occur twice a year which is an opportunity for families to speak to form and subject tutors
- School provides training events for parents eg Reading Scheme, e-safety, assessment without levels
- School has a useful website, which provides access to a range of school information. Information ranges from the curriculum diet for each Key Stage to Family Events, to useful dates, to pictures and videos about residential and enrichment trips
- Families are invited to special occasions such as the Year 11 and Year 13 Leavers Assembly, school concerts, well done assemblies, celebration days.
- Group call texts and emails are sent to parents/carers as a reminder to all events
- The school has a vibrant "Student Voice" where pupils are elected to represent the pupil

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body in a positive, informative way

- Pupils are able to vote for the Head boy/ Girl of the school and have a direct say in who represents them and their views.
- Mentors and Head Girl/Boy are elected each year in order to offer support to their peers where it is needed
- Pupils are encouraged to participate in events, which raise a lot of money for chosen charities eg baking, and selling cakes, completing a mile run.

- Pupils have the opportunity to engage in a “Pupil Attitude Questionnaire (PAQ) survey enabling them to have a voice and be heard around all aspects of school life

### 13. Who can I contact for further information?

Parents/carers are welcome to contact the school office who will put them in touch with the relevant member of staff regarding any queries or concerns

### 14. How will the school prepare and support my child/young person to join the school, transfer to a new school or the next stage of education and life?

LPPA 2017

‘Parents really value the transition arrangements and feel very involved in their childrens education’

- A Transition Manager attends all the Year 5 and 6 Annual Review Meetings
- All prospective families are invited to look around the school hosted by the Transition Manager
- Formal and informal events are held for parents/carers and their children leading up to the start of Year 7 eg sharing of important information, social evening with Parents of Year 7 pupils
- Bespoke transition packages are arranged to enable a smooth transition from Year 6 to 7
- Year 7 pupils attend a residential during the first half term which helps them develop positive relationships with their peers and staff
- The Transition Manager is always available for individual meetings with parents/carers
- If a pupil transfers to a school mid- year the relevant Key Stage Manager will work closely with the family, pupil and prospective new school to ensure a smooth transition
- A Connexions Officer will attend all the Annual Reviews for Key Stage 4 and 5 learners in order to give advice regarding the next stage of education
- Manor Academy has close links with Trafford College, Loreto College, Salford College, Manchester College and Bridging the Gap and work together to develop bespoke transition packages which will include independent travel training
- Students who access Manor College (Post 16) engage in regular work experience opportunities within the employability curriculum that is compulsory for all students
- The curriculum has an emphasis on independence skills
- There are opportunities for Year 13 students to participate in the “Bridging the Gap” project hosted by Manchester Metropolitan University. This is an exciting opportunity for learners to work within a bustling and vibrant organisation such as MMU in order to develop real skills for life. The young people work alongside the employees from MMU in areas such as catering, the library, maintenance, print services and engage in 3 placements throughout the year

### 15. What other support is available?

Find more about the local offer of support which is available for children and young people who have SEND on the Trafford Service Directory [www.trafford.gov.uk/localoffer](http://www.trafford.gov.uk/localoffer) or by contacting the Family Information service:

Telephone: 0161 912 1053 Monday to Friday, 8>30am until 5pm

Email: [fis@trafford.gov.uk](mailto:fis@trafford.gov.uk)

Twitter: @traffordfis

Facebook: [www.facebook.com/traffordfis](http://www.facebook.com/traffordfis)