



Accessibility Policy

This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review

Review Date	Changes made	By whom
January 2021	Policy updated	Mathew Rogers
September 2021		

Ratification by the Governing Body

Academic year	Date of ratification	Chair of Governors
2020-21	January 2021	Alan Scott, ratified by Chair of Pastoral Committee Roz Webster

Contents

Mission, vision, values	2
Section 1: Access to the Curriculum.....	4
Section 2: Access to Pastoral support	7
Section 3: Site Accessibility.....	9
Section 4: Access to Information.....	10

Mission, Vision & Values statement

Burnage Academy for Boys is an inclusive school community where students, staff and families all work together to ensure that boys will be the best they can be.

Vision

At Burnage Academy for Boys we will develop:

- RESILIENCE – we will teach students the skills to face all challenges in life with determination and self-awareness.
- INDEPENDENCE – we will create confident individuals who are able to think critically and make informed decisions.
- CARE – we will go further to make a difference to our students, staff and families, creating a safe space in school.
- SUCCESS – we will celebrate the progress and achievement of all in our school community, recognising that boys do better at Burnage.
- TOGETHERNESS – we will ensure all students take part fully in the range of diverse cultural experiences that Burnage and Manchester has to offer them.

Values

- Resilience
- Independence
- Care

This policy follows City Council guidance and links with:

- The Attendance Policy
- School Development Plan
- Individual curriculum Faculties' Development Plans
- Curriculum Model
- Assessment Policy
- Gifted and Talented Statement
- Special Educational Needs Policy (and also an SEN Information Report)
- Administration of Medicines Policy
- Behaviour & Respect Policy
- Child Protection and Safeguarding Policy

This Accessibility Policy operates alongside the school's SEN policy and is consistent with it in terms of principles and approaches to resourcing.

The school will actively seek to improve access to services in the ways set out below. This Access Policy pays due regard to government law including:

- The Equality Act (2010)
- The Children and Families Act (2014) Part 3 which links in to the SEN Code of Practice (2014) (and to past legislation, including the Disability Discrimination Act of 1995, the SEN and Disability Act 2001).
- Keeping Children Safe in Education (2020)
- The Burnage Academy for Boys School Development Plan (2020-2021)

This Accessibility Policy is divided into four sections:

Section 1: Access to a Curriculum – one which allows all students to reach their academic potential and promotes their SMSC development.

Section 2: Access to Pastoral Support - includes the principles of past county and national initiatives, including 'Every Child Matters' (ECM) and aspects of the 'Social and Emotional Aspects of Learning' (SEAL) - for staff, parents and students.

Section 3: Site Accessibility - for staff, parents, students and the community.

Section 4: Access to Data & Information - for staff, parents, students and the community.

This Accessibility Policy details policies and initiatives, how these are monitored, reviewed / evaluated, and how these evaluations are developed and embedded into school systems and practice.

This Accessibility Policy is an 'umbrella' document: it encompasses existing policies and development plans, implemented and monitored by a range of teachers, the senior leadership team and governors.

This Accessibility Policy - through detail in individual policies - therefore highlights key whole school aims.

The Policy is reviewed each year by the senior leadership team, with individual responsibilities for specific sections of the Policy as noted; it is also reviewed by the Governing Body.

Section 1: Access to the Curriculum

This section of the Access Plan is monitored by the Deputy Headteacher (Curriculum & Outcomes) and the Assistant Headteacher (Pupil Progress, Teaching & Learning) who lead the Heads of Faculty and monitor faculties' development plans.

Students across the Key Stages have an appropriate (differentiated and personalised) curriculum to fit their needs. The following documents/policies support this aim:

- School Development Plan
- Individual curriculum Faculties' Development Plans
- Curriculum Model
- Assessment Policy

- Gifted and Talented Statement
- Special Educational Needs Policy (and also an SEN Information Report)
- Administration of Medicines Policy

The Principal features of Burnage Academy for Boys' curriculum access are:

- Within their teaching teams, Heads of Faculty / Department monitor students' progress, linked to a member of SLT for fortnightly meetings; and usually on an individual basis there are links with Heads of House to determine appropriate curriculum of specific students.
- Children classified as 'Pupil Premium' are identified, and their curriculum progress is tracked and supported by curriculum faculties/departments, Heads of House and members of the Senior Leadership Team. Interventions at subject level are carried out and monitored at half termly progress review meetings as well as faculty meetings. Similarly students' attendance is monitored by the attendance team and reported to House Leaders and the Leadership Group on a termly basis.
- In Year 7-9 students are usually taught in their mixed ability teaching groups; the composition of the groups is carefully determined (from primary schools' data and can include information from parents) at the beginning of Year 7. Year 10-11 students are taught in mixed ability option groups or ability sets in Maths and Science.
- Monitoring Tutor groups and identifying students in need of bespoke curriculum provision lies initially with the Heads of House of each House group and is discussed at Pastoral meetings with the SENCO.
- Pupil progress data will be entered on a half termly basis for KS4 and a termly basis for KS3. This data is reviewed by the Heads of House, Tutors and curriculum subject leaders, to allow for appropriate interventions, evaluation and modification as required. At each assessment point for each year group, class teachers are provided with progress report mark sheets through our SIMS MIS system. Teachers then judge the progress of their students using a system called SISRA. Trends are identified and appropriate action is then taken.
- There are guided choices for Year 9 students choosing Level 2 courses following discussions with students, parents, Learning Support, curriculum leaders and Heads of House. For students with particular learning or other needs more bespoke packages may be negotiated. All students have access to the English Baccalaureate basket of qualifications through the core and options system if that is their choice.

- In Years 10 and 11 the curriculum is increasingly personalised: students choose three options at GCSE/BTEC in addition to core subjects (English, Maths and Science). Students identified at working significantly above the expected ability range in Maths also study Further Maths and the most able Scientists study 3 separate Science GCSEs. A small number of students, following discussions with them and their parents may spend more time on Maths and English rather than pursuing 8 subjects. In this time they may also study for vocational certificates based upon their areas of interest.
- The most able students are identified by prior attainment data, and are referred by subject teachers to the Gifted and Talented Co-ordinator, with curriculum development, enrichment and extension activities made available to them in addition to a programme of support, mentoring and intervention.
- Data from primary schools, reading and spelling tests and Cognitive Ability Tests (CATs) inform differentiated mainstream classroom teaching and Learning Support interventions, together with information from parents, students and professionals.
- Learning Support interventions at In Years 7-9 are informed by reading and spelling tests and CATS tests for Year 7s. Literacy intervention is led through our whole year Milner Initiative in year 7, our catch up reading intervention provided by the SEN department and our English intervention lessons system.
- There are various Learning Support interventions at KS4 to provide a differentiated and appropriate curriculum for identified students: these include controlled assessment support in Science, ASDAN course, 1:1 literacy and numeracy support. Our SEN department has a bank of laptops available to support the literacy of selected students in mainstream lessons.
- As appropriate, vocational courses can be accessed by individuals. At Key Stage 3 cohorts of pupils may be offered an additional Forest School option in order to build in extra social skill and vocational education into their curriculum.
- Some Year 10 students have a work experience placement during their Year 10, whilst others engage in an Industry Week careers intervention.
- Students with medical needs, who are unable to access school full-time, are supported by the SEN department and the Pastoral Team.
- Throughout KS4, and selectively for KS3 students, through whole school data and Learning Support specialist testing, students are identified for Access Arrangements (exam concessions).

- The SIU provision manages sections of the curriculum for identified students including school-refusers, students returning from school after exclusion or from medical absence, or who are on part-time timetables due to documented medical reasons or long-term absence.

Section 2: Access to Pastoral support

The lead teacher monitoring this section of the Access Plan is the Deputy Headteacher (Pastoral), working with the Assistant Headteacher (SMSC), Deputy Designated Safeguarding Lead, House Leaders, Behaviour Mentors, SEN department and Form Tutors. Outside professionals, such as the Educational Psychologist (EP), Behaviour Support Service (BSS), Multi-Agency Safeguarding Hub (MASH) and Child & Adolescent Mental Health Service (CAMHS), who support the School, contribute additionally to this work.

Pastoral support enshrines the principles of Keeping Children Safe in Education, Every Child Matters and the school values of Resilience, Independence and Care. Students across the Key Stages have access to appropriate pastoral support dependent on their age and specific needs. We aim to establish a culture of mutual trust and respect between all members of the community and to build a community that respects the celebration of achievement at all levels.

The School's various separate policies contribute to supporting these aims:

- Attendance Policy
- Administration of Medicines Policy
- Behaviour and Respect Policy
- Safeguarding & Child Protection Policy
- Special Educational Needs Policy & Information Report

The Principal features of Burnage Academy for Boys' Pastoral access are:

- Four House Leaders with overall Pastoral responsibility for the Pastoral care of pupils in their house.
- A Deputy Designated Safeguarding Lead who is also a qualified Social Worker on site, with developed links to Manchester Children's Services, who report into a DSL in the school on a bi-weekly basis.
- Looked After Children are identified and monitored by one of the School Social Workers and a Designated Teacher at the school.
- Children classified as 'Pupil Premium' are identified and their curriculum progress is tracked by Heads of Faculty and the Senior Leadership Team.

- Children who act as 'Young Carers' are identified and monitored (linked to county professionals). These pupils are offered support from the House Leader and School Social Worker as standard.
- Individual Behaviour Scripts, Risk Assessments and Pastoral Support Plans monitor and support students.
- The SIU and behaviour mentors manage behaviour modification programmes for identified students (usually short-term interventions, but for a very few there can be longer-term interventions), including school-refusers; as an alternative to exclusion; students returning from school after exclusion or from medical absence.
- Educational Psychologists closely support the work of the school with individual students, as required by their needs.
- The school links to the MASH relating to the EHA (Early Help Assessment) and the Team Around the Child/Family (TAC/TAF) initiatives.
- A careers professional, together with our Careers and Work Experience Co-ordinator, support students from Year 7 onwards with work-related learning and planning for the future.
- Developed links with primary partnership schools through a dedicated Transition Co_ordinator: early identification of individual students' needs, allowing for effective planning and support for transfer of Y6 students into Y7 (for tutor group placement, SEN initiatives, pre-transfer visits) are organised by a dedicated Transition Co-Ordinator.
- Students have access to the School Nurse – a drop-in health care provision for students of all ages if offered (This service is confidential for students and school staff are not normally informed of who has attended.) Students can also request an individual appointment with the School Counsellor or School Health Nurse.
- Links to GPs and local NHS mental health services (CAHMS) closely informs support for specific students / work generally in supporting students.
- Pastoral staff, School Social Workers and Behaviour Mentors are able to give information and advice to parents on how to support their child as needed.
- Support through the SIU allows vulnerable pupils a base and encourages them to discuss any concerns they have

- Short and long term programs are offered through our SIU to support social, emotional development.
- SMSC enrichment days, a clear pastoral curriculum programme and guest speakers allow for bespoke PSHE sessions tailored for specific year groups.
- Attendance is monitored daily and parents are contacted on the first day of absence. House Leaders liaise with pupils with lower attendance and support with the provision of work and reintegration packages.
- Restorative justice style meetings take place to resolve issues between pupils.
- Fixed Term Exclusions are kept to a minimum – when returning from exclusion pupils are met and expectations re-established before returning to lessons through a day in our SIU.

Section 3: Site Accessibility

As a school we are committed to providing premises that are suitable and sufficient for all educational purposes and give access to a broad and balanced curriculum for all students, irrespective of special need or disability.

The entire school was built or refurbished in 2010 to the highest standards and was DDA compliant and DfA2 compliant.

Responsibility for this section of the Access Plan lies jointly with the Headteacher and the Business Manager, with contributions from a range of professionals supporting the school and from individuals within the school.

Students, staff, parents and visitors to the school on both sites have an equality of opportunity to access the curriculum and we aim to make all areas of the site accessible where possible. We will manage and improve the physical environment of the school buildings and grounds to meet the needs of a range of disabled students currently on roll and prospective students. Where buildings cannot be adapted, changes will be made to the curriculum -typically this will mean re-rooming to accessible accommodation.

The following policies support these aims:

- Critical Incident Plan
- Equality Policy
- Fire Risk Assessments and the Fire Safety Action Plan
- Health and Safety Policy
- Lettings Policy / Transfer of Control Agreements OCC Assessed Needs Report

Principal features of Burnage Academy for Boys are:

- The annual audit of the school site.
- Health and safety issues identified and addressed on a continuous basis by a range of people within school - including The Health, Safety & Welfare Committee, teachers (activities, classrooms) and Heads of Faculties (departmental areas), 'common areas' (Premises Manager) and the Leadership Group in reviewing these procedures and activities
- Risk assessments are written principally for two purposes: for activities and for groups of students; and for specific students (as generic for their time in school, and/or for specific activities, or to take into account their specific disability).
- Risk assessments identify evacuation procedures for individual students whose movements are compromised by their disability.
- The medical condition of students affecting health and safety and site accessibility, compiled as a separate document by the SENCO, is circulated to staff in school on a need to know basis.
- The medical conditions of staff affecting health and safety and site accessibility are known on a need to know basis by the Headteacher and related staff.
- The SEN department has the responsibility for ensuring that identified SEN students access all areas of the site within the health and safety guidelines
- Outside professionals support the work of the school, and the integration of specific students within mainstream classes.

The SEN Teaching Assistants, on a day-to-day basis, monitor individual students' accessibility around the school site.

[Section 4: Access to Information](#)

This section of the Access Plan is monitored by the Deputy Headteacher (Pastoral) and School Data Manager, with support from the school's administration team. The school liaises with the Local Authority to ensure compliance with Local Authority and government statutes. Our aim is to ensure that students, parents, staff and visitors have access to the information that they need, with due regard to confidentiality.

Purpose of this policy:

This policy supports the legislative framework for responding to requests for information under the statutory access regimes established by:

- the Freedom of Information Act (FOIA)

- the Data Protection Act (DPA)
- the Disability Discrimination Act
- the Equality Act (2010)

In addition the School has its own policies on Data Protection and Complaints.

Responses to requests for information

- Relevant documents are posted on, and may be downloaded from, the school's web site or hard copies may be requested at a small charge.
- Parents/students may request copies of student record files, including paper and electronic files. A small charge will be levied for administration and photocopying charges.
- Parents/students may not be given access to records which contain information on other staff/students which would breach our Data Protection Policy and/or the Data Protection Act.
- All requests for information should be made, preferably in writing, to the Headteacher.
- Any complaints should be addressed through the School's Complaints Procedure, available to view via the school website.

Information provided by the school

Students have access to information by:

- The regular reporting of students' progress by written reports from teachers.
- Feedback from their subject teachers (verbal and written) relating to their work completed in class, including at Parents' Evenings and Academic Review Evening.
- Reviews from enhanced monitoring through Individual Behaviour Plans, Pastoral Support Plans, TAC Meetings and IEPs.
- The SEN review process.
- Through the school student planner
- Representation on/by the Student Council

Parents have access to information by:

- The regular reporting of their child's progress by written reports from teachers.
- Teachers' written comments in students' books / planners / letters and emails to parents; telephone conversations
- Talking to teachers and support staff at annual subject-based Parents' Evenings, Academic Review Evenings and Termly Progress Reviews
- Year 7-11 parents' evenings.
- Year 9 options evening (for students selecting their KS4 courses)
- Tutors and Heads of House contact with parents

- The school's website
- by prior appointment to visit the school at a time which suits the parents
- specific requests for information (see above)
- through appointments with teachers (SEN reviews, reviewing Individual Behaviour Plans, Pastoral Support Plans, the Common Assessment Framework and the Team Around the Child mechanisms)
- the Main School Prospectus
- SEN information to parents: at reviews, and with printed documentation, and from relevant professionals outside school supporting the work of the school

Visitors / external agencies / individuals have access to information (on a need-to-know basis only) by:

- the School's website
- contact with professionals within the school
- by written request to the Headteacher

Accessibility of information

The School aims to provide information in an accessible format and will respond to individual needs and requests as they arise.

For example:

- the School will seek support from outside agencies to provide information in simple language, symbols, large print, audiotape or Braille for students, prospective students or parents who have difficulty with standard forms of printed information;
- the School will also make information for parents available in a range of different formats, should the need arise, and be aware of font size and legibility when producing written information. during parents' evenings and review meetings of children's performance in school, details are confirmed to parents how they can access information;
- the School will, if the need arises, aim to provide translation or interpreter services to ensure all parents/students can access information.

This Access Policy pays due regard government law including the Equality Act (2010) and the Children and Families Act (2014) Part 3 which links in to the SEN Code of Practice (2014) (and to past legislation, including the Disability Discrimination Act of 1995, the SEN and Disability Act 2001, and it also incorporates aspects of the Burnage Academy for Boys School Development Plan.

