



**Aylesbury**  
UTC

## SEND INFORMATION REPORT

November 2025

**AUTC Local  
Governing Body**

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## 1. SEN Information Report

These pages set out information about our provision for children and young people with special educational needs and disabilities (SEND). They are updated annually.

## 2. Contact Details for Enquiries and Concerns

Aylesbury UTC SENCO: [lovegroves@aylesburyutc.co.uk](mailto:lovegroves@aylesburyutc.co.uk).

For all enquiries please email: [reception@aylesburyutc.co.uk](mailto:reception@aylesburyutc.co.uk).

## 3. SEND Provision at AUTC

Our UTC provides for young people with a wide range of needs including:

- Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, neuro-developmental differences, 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.
- Physical disability.

## 4. Identifying Students with SEND and Assessing Their Needs

Students at Aylesbury UTC have their special educational needs identified in a variety of ways including liaison with feeder colleges and parents, liaison with external agencies, where appropriate, collecting data such as KS3 and KS4 progress measures and our own screening procedures. These might include:

- Symbol Digit Modalities Test (SDMT) - working memory.
- TOWRE 2 word reading efficiency test.
- Detailed Assessment of Speed of Handwriting (DASH) - handwriting and speed of writing test.
- The short Warwick- Edinburgh Mental well-being scale.

Class teachers also identify students' potential individual needs and are encouraged to discuss their concerns with the SENCO.

Much importance is attached to parental involvement and parents/guardians are notified of their child's Special Educational Needs. In addition to the usual opportunities for parent/staff liaison, the SENCO and SLT welcome dialogue with parents of students with special educational needs. New starters with special educational needs and their parents or guardians will be contacted by the SENCO or a member of the pastoral team and together a

passport will be drawn up to ensure that these students have appropriate strategies in place ready for a September registration.

A student may be considered for SEND provision if their attainment:

- 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 the child and their peers.
- Widens the attainment gap.

This may include progress in areas other than attainment, for example, social needs. Slow progress and low attainment will not automatically mean a student is recorded as having SEND.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the student and their parents/guardians. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

## **5. Consulting and Involving Students and Parents**

We will have an early discussion with the student and their parents/guardians whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the student's areas of strength and difficulty
- We take into account the parents' concerns
- Everyone understands the agreed outcomes sought for the student
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the student's record (SIMs, CPOMS and a student's Passport) and confirmation will be given to their parents/guardians.

We will formally notify parents/guardians when it is decided that a student will receive formal SEND support.

## **6. Assessing and Reviewing Students' Progress Towards Outcomes**

We will follow the graduated approach and the four-part cycle of assess, plan, do, review.

The class or subject teacher will work with the SENCO to carry out a clear analysis of the student's needs. This will draw on:

- Whole UTC data;

- Termly UTC reports;
- Seeking views of parents and students for Individual Learning Plan (ILP) / Statement;
- EHCP / Inclusion Partnership Agreements (IPA) or UTC Support Plan reviews;
- Use of teacher concern forms and monitoring records;
- Case conferences;
- Reports;
- Parent meetings.

The assessment will be reviewed regularly.

All teachers and support staff who work with the student will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. The effectiveness of the support and interventions and their impact on the student's progress will be regularly reviewed and developed or changed where it is felt necessary.

## **7. Supporting Students Moving Between Phases and Preparing for Adulthood**

We will share information with the college or other setting the young person is moving to. We will agree with parents and students' which information will be shared as part of this.

The Assistant Principal (Pastoral) and SENCO ensure smooth transfer from Year 9 through a programme of working visits by colleges, open events, parents' evenings and by informing staff of the student's SEND. Transfer to further/higher education or the world of work is eased through the careers advisory programme and 'SEND-sitive' work experience placement in Year 10. Students with EHCPs in years 10-13 follow a transition plan included on their UTC Support Plan to meet their individual and continuing needs.

## **8. Our Approach to Teaching Students with SEND**

Teachers are responsible and accountable for the progress and development of all the students in their class.

High-quality, inclusive teaching is our first step in responding to students who have SEND. This will be differentiated for individual students.

We will also provide the following, more personalised and nuanced interventions:

- Increased visual aids / modelling.
- Walkthru training on improving teaching and learning.
- Access to specific ICT (additional software packages, for example).
- Individual mentoring during tutor time.
- In-class support officer assistance (when permitted and where specifically needed).
- Peer-on-peer mentoring.

- Talk-to-type facility.
- Exam approved reading pens.
- Dyslexia specific support programmes.
- GCSE re-sit coaching.
- Individual examination access arrangements.
- Report card used for positive behaviour / skills affirmation.
- Assigned individual key worker / key professional for individualised mentoring.
- Out of class “time-out” pass.
- Toilet pass.
- Handwriting sessions.
- Remote learning modules and lessons for students out of class for a length of time.
- Coffee mornings for sharing information.

## **9. Adaptations to the Curriculum and Learning Environment**

We make the following adaptations to ensure all students’ needs are met:

- Differentiating our curriculum to ensure all students are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing.
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

## **10. Additional Support for Learning**

The UTC has three Teaching Assistants who will support students both in their lessons and outside the classroom through intervention programmes.

Teaching Assistants will support students one-to-one when the EHC plan makes this specific recommendation and discussion with the young person indicates that this would be an effective intervention.

Teaching Assistants will support students in small groups when the UTC Support Plan makes this recommendation, or where small group work can facilitate attainment gap closure, particularly in core subjects.

We work with the following agencies to provide support for students with varying types of SEND:

- PEP for training and paperwork
- Local SENCo network
- CAMHs

- Samaritans
- Relate
- School Nursing Service
- Buckinghamshire Mental Health Support Team

## **11. Expertise and Training of Staff**

We have a limited team of Teaching Assistants, who are trained to deliver some SEND provision. We use specialist staff for SEMH needs, including external counsellors.

Whole staff training on issues of special needs is provided, as necessary, using parts of professional day closures, staff meetings or in Monday Staff meetings. Individual training needs for SEND are met according to the requirements of the UTC and students.

The SENCO organises case conferences as necessary to consider the needs of specific students. These may take the form of a “Team Around the Family” support meeting to discuss strategies for maximising potential and progress or may be a formal meeting with outside agencies who may be involved.

The SENCO attends termly SEND Network meetings.

## **12. Securing Equipment and Facilities**

Aylesbury UTC is well-resourced and has excellent facilities for students with SEND:

- The UTC building is on a compact site, with access to each floor for physically disabled students via a lift.

The Principal and Board of Governors adopt a graduated response to allocating resources to students. Funding is allocated to students in accordance with Buckinghamshire Local Authority's (LA) SEND audit process. Every attempt is made to use funds efficiently and effectively to meet students' needs.

## **13. Evaluating the Effectiveness of SEND Provision**

We evaluate the effectiveness of provision for students with SEND by:

- Reviewing students' individual progress towards their goals each term.
- Reviewing the impact of interventions at the end of a term.
- Using student questionnaires.
- Monitoring by the SENCO.
- Using provision maps to measure progress.
- Holding termly update and annual reviews for students with EHC plans.



## **14. Enabling Students with SEND to Engage in Activities Available to those in the college who do not have SEND**

All students, including those with SEND, receive the same opportunities and encouragement to become involved in the many activities offered beyond the formal curriculum. Every attempt is made to include students with SEND within the whole UTC community. Special arrangements are made as appropriate to enable all students to participate as fully as possible.

No student is ever excluded from taking part in these activities because of their SEND or disability.

## **15. Support for Improving Emotional and Social Development**

The UTC recognises that young people's emotional and social development is of paramount importance. The PSHE programme has a focused curriculum area dedicated to helping students build coping strategies, enabling them to become emotionally literate and resilient. The PSHE policy, as part of the Relationships and Sex Education Policy, is reviewed annually and subject to change, in accordance with a response to areas of national concern.

Some students, where it is considered appropriate, will be invited to undertake a programme of mentoring sessions with a Teaching Assistant. In addition, all students will have a regular one- to-one pastoral meeting with their tutor.

We have a zero-tolerance approach to bullying and any incidents of unkindness will be resolved using a restorative management approach.

## **16. Working with Other Agencies**

The UTC recognises the importance of working in partnership or tandem with other agencies to identify, assess and provide support for SEND students. When necessary, we consult with local and national agencies who offer a wealth of information that help us develop understanding and who can offer support and information for parents/carers.

Buckinghamshire council SEND and inclusion web page is a good source of information with support, signposting and local services that can be accessed by the college and parents.

When it is considered necessary, colleagues from the following support services will be involved with SEND students:

- Educational psychologists
- Medical officers
- Speech and Language therapists
- Physiotherapists
- Occupational therapists

- Hearing impairment services
- Visual impairment services
- Physical impairment services
- School Nurse

Aylesbury UTC also recognises the link between social emotional and mental health needs having an impact on learning. In these cases, the college will involve other agencies such as:

- MASH
- Early Help
- Social Services
- CAMHS
- Aspire

The UTC draws upon the expertise of outside agencies in line with the **Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years (January 2015)**. These commonly include:

- Educational Psychology Service
- Education Business Partnership
- Parent Partnership Service
- Child and Family Therapy / Children and Adolescent Mental Health Service (CAMHS)
- Children Services

## 17. Complaints About SEND Provision

Complaints about SEND provision in our UTC should be made to the SENCO in the first instance. If the complaint is about the SENCO, the complaint should instead be made to the Principal. The complainant will then be referred to the trust complaints policy.

The parents of students with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our UTC has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

## 18. Contact Details of Support Services for Parents of Students with SEND

As previously detailed, Aylesbury UTC may utilise the services of a range of external agencies and services to support the learning and development of students with SEND

needs. We also encourage a triangulation between student, parents and staff. Useful contact details of additional, external support services include:

Early help and prevention service: <https://familyinfo.buckinghamshire.gov.uk/>

Family Action: SEND information for parents and carers – <https://family-action.org.uk/our-work-impact/>

Government Guidelines: <https://www.gov.uk/government/publications/send-support-easy-read-guide-for-parents>

CAHMS Buckinghamshire: <https://www.oxfordhealth.nhs.uk/camhs/bucks/>

NSPCC - Supporting children with special educational needs and disabilities:  
<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send>

## 19. The Local Authority Local Offer

The UTC will maintain good links with personnel from the local health authority and social care.