

SEND, Inclusion and EOTAS Policy

Richards Specialist Education Ltd

Version: 1.0

Effective Date: September 2026

Review Date: September 2027

Policy Owner: Director, Richards Specialist Education Ltd

Company Registration Number: 17473690

1. Policy Statement

Richards Specialist Education Ltd is committed to providing high-quality, inclusive, person-centred educational provision for children and young people with Special Educational Needs and Disabilities (SEND).

The organisation recognises that every child and young person has the right to access suitable education, support and opportunities to achieve positive outcomes regardless of their needs, circumstances or educational pathway.

Where Education Otherwise Than At School (EOTAS) is required, Richards Specialist Education Ltd is committed to delivering educational provision that is lawful, appropriate, ambitious, safeguarding-led and tailored to individual needs.

Provision is designed to support:

- Educational engagement
- Progress and achievement
- Personal development
- Emotional wellbeing
- Independence
- EHCP outcomes
- Reintegration opportunities where appropriate
- Preparation for adulthood

---

2. Purpose

This policy outlines how Richards Specialist Education Ltd:

- Identifies and supports SEND
- Delivers EOTAS provision
- Promotes inclusion
- Meets statutory duties
- Works collaboratively with families and professionals
- Safeguards children and young people
- Monitors progress and outcomes

---

3. Legal and Regulatory Framework

This policy is informed by and should be read alongside:

- Children and Families Act 2014
- SEND Code of Practice 0-25 Years
- Equality Act 2010
- Education Act 1996
- Data Protection Act 2018
- UK GDPR
- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2026
- Relevant Local Authority policies and guidance
- EHCP statutory requirements

Working Together to Safeguard Children 2026 emphasises multi-agency safeguarding, Family Help arrangements, stronger information sharing and earlier intervention for children and families. [gov.uk], [safeguard-hub.org]

Keeping Children Safe in Education 2026 strengthens expectations regarding safeguarding culture, multi-agency working, inclusion and staff safeguarding responsibilities. [safeguarding.network], [safeguard-hub.org], [stoneking.co.uk]

---

4. Definition of SEND

Richards Specialist Education Ltd adopts the definition of SEND contained within the Children and Families Act 2014 and SEND Code of Practice.

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 them.

Provision may relate to:

Communication and Interaction

Including:

- Autism Spectrum Condition
- Speech, Language and Communication Needs

Cognition and Learning

Including:

- Moderate Learning Difficulties
- Specific Learning Difficulties
- Global Learning Difficulties

Social, Emotional and Mental Health

Including:

- Anxiety
- Trauma
- EBSA
- Behaviour linked to unmet need

Sensory and Physical Needs

Including:

- Physical disabilities
- Medical needs
- Hearing impairment
- Visual impairment

---

5. Education Otherwise Than At School (EOTAS)

Richards Specialist Education Ltd recognises that EOTAS is a legally recognised educational arrangement and not simply an alternative form of tuition.

EOTAS provision may be appropriate where:

- School attendance is unsuitable
- School attendance would be detrimental to wellbeing
- A child's needs cannot currently be met in a school setting
- Provision is required through an EHCP
- Reintegration pathways require phased support

Provision may be delivered:

- In the community
- At home
- Online
- In agreed educational venues
- Through blended approaches

All EOTAS provision will:

- Be individually planned
- Remain outcome-focused
- Support engagement and progress
- Be reviewed regularly
- Align with EHCP requirements where applicable

---

6. Specialist Provision Packages

Richards Specialist Education Ltd recognises the importance of flexible, personalised provision packages.

Provision may include:

- Specialist teaching
- Educational mentoring
- SEND intervention
- Functional skills

- Academic support
- Life skills
- Community-based learning
- Therapeutic-informed approaches
- Transition support

Packages will be tailored according to:

- Needs assessment
- EHCP outcomes
- Risk assessment
- Professional recommendations
- Family views
- Commissioner requirements

---

7. Person-Centred Planning

The child or young person remains central to all planning.

The organisation will:

- Listen to the views of children and young people
- Involve parents and carers
- Work collaboratively with professionals
- Promote participation in decision-making
- Develop meaningful and achievable targets

---

8. Curriculum and Learning

Learning programmes will be:

- Individualised
- Flexible
- Ambitious
- Inclusive
- Outcome-focused

Curriculum content may include:

- Academic learning
- Functional skills
- Communication
- Emotional literacy

- Independence
- Community participation
- Employability
- Preparation for adulthood

---

9. EHCP Provision

Where provision is delivered under an Education, Health and Care Plan:

- Provision will reflect agreed EHCP outcomes.
- Progress will be monitored against outcomes.
- Commissioners and families will receive agreed reports.
- Reviews will contribute to Annual Review processes where required.

---

10. Attendance, Engagement and Participation

For some learners, traditional attendance measures may not initially reflect progress.

Richards Specialist Education Ltd therefore values:

- Educational engagement
- Readiness to learn
- Relationship building
- Incremental progress
- Wellbeing improvements

Attendance expectations will always be considered alongside individual needs and circumstances.

---

11. Safeguarding

Safeguarding is central to all services provided by Richards Specialist Education Ltd.

All consultants, tutors and specialists must:

- Hold an enhanced DBS certificate

- Complete safeguarding training
- Follow company safeguarding procedures
- Report concerns immediately
- Comply with Keeping Children Safe in Education 2026
- Comply with Working Together to Safeguard Children 2026

The welfare of the child is always paramount.

---

12. Equality, Diversity and Inclusion

Richards Specialist Education Ltd is committed to:

- Equality of opportunity
- Inclusive practice
- Anti-discriminatory approaches
- Reasonable adjustments
- Respect for diversity
- Removing barriers to participation

All provision will be delivered in accordance with the Equality Act 2010.

---

13. Working with Families

Families are essential partners in learning.

The organisation will:

- Communicate regularly
- Share progress information
- Involve families in planning
- Seek feedback
- Promote collaborative relationships

---

14. Multi-Agency Working

Effective support requires collaborative working.

Richards Specialist Education Ltd may work alongside:

- Local Authorities
- Schools
- Virtual Schools
- Educational Psychologists
- CAMHS/NELFT
- Social Care
- Early Help
- Health Services
- Independent professionals

Information sharing will always be lawful, proportionate and in accordance with GDPR requirements.

---

15. Monitoring, Recording and Reporting

Records may include:

- Session notes
- Progress information
- Outcome tracking
- Risk assessments
- Safeguarding records
- Attendance and engagement summaries

Reports will be prepared according to agreed commissioning arrangements.

---

16. Complaints

Concerns or complaints will be managed in accordance with the Richards Specialist Education Ltd Complaints Policy.

Learning from complaints will be used to improve service delivery and outcomes.

---

17. Quality Assurance

Provision will be quality assured through:

- Observation and review
- Professional supervision

- Feedback from families
- Feedback from commissioners
- Progress reviews
- Safeguarding monitoring
- Professional development

---

18. Staff and Consultant Responsibilities

All consultants, tutors and specialists engaged by Richards Specialist Education Ltd are expected to:

- Comply with this policy
- Deliver provision professionally
- Maintain accurate records
- Protect confidentiality
- Follow safeguarding procedures
- Participate in professional development
- Promote the company's values and standards

---

19. Policy Review

This policy will be reviewed:

- Annually
- Following legislative updates
- Following significant changes to guidance
- Following serious incidents where review is appropriate