



Bright Eyes Childcare

Supporting children with special educational needs (SEN)

Policy statement

We provide an environment in which all children, including those with special educational needs, are supported to reach their full potential.

- We have regard for the DfES Special Educational Needs Code of Practice (2014).
- We ensure our provision is inclusive to all children with special educational needs.
- We support parents and children with special educational needs (SEN).
- We identify the specific needs of children with special educational needs and meet those needs through a range of SEN strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our policy, practice and provision and, if necessary, make adjustments.

Procedures

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give her name to parents. Our SENCO is Hannah Prophet.
- Our designated SENCO works with the Key Person of each child to ensure appropriate individual support is provided according to the child's needs to support the child to achieve the best outcomes, and that this support strategy is agreed in partnership with the parent.
- We ensure that the SENCO attends the 2 day SENCO Induction training held by Cornwall Council, which will then be updated every 3 years or where legislation changes.
- The SENCO will attend a minimum of 6 hours of SEN related training per year, including attendance at the SENCO cluster group meetings to support further local networking.
- Staff attending any SEN training will cascade it to other members of staff, unable to attend.
- We ensure that the provision for children with special educational needs is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.

- We use the graduated response system for assessing, planning, do and reviewing in response to SEN Support.
- We work closely with parents/carers of children with special educational needs to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents/carers with information on sources of independent advice and support.
- We liaise with other professionals involved with children with special educational needs and their families, including transfer arrangements to other settings and schools.
- We provide a broad, balanced and differentiated curriculum for all children with special educational needs.
- We use a system of assess, plan, do, review for children requiring SEN support.
- We ensure that children with special educational needs are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We have systems in place for all children requiring SEN support.
- We use a system for keeping records of the assess, plan, do, review provision for all children requiring SEN support.
- We provide resources (human and financial) to implement our Special Educational Needs Policy.
- We provide in-service training for parents, practitioners and volunteers.
- We raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff. This is reflected in our Local Offer.
- We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. Assessments, planning, Individual Education Plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

SEN Referrals

- If we feel we need to refer a child to a specialist service we follow the procedures under the Early Help Hub referral system by Cornwall Council to ensure the referral is accessed and the correct professionals are allocated to support your child.
- Any referral made to the Early Help Hub will be discussed with you prior to referral and a copy of the referral will be available if you wish.

- All referrals and decisions made regarding your child's assessments and individual education plans will be discussed and planned in collaboration with parents and health professionals.
- Should a referral be rejected we will use the Common Assessment Framework by Cornwall Council to monitor and track the progress of your child. Where applicable an appeal may be made against a rejection and re referral may be put in when more evidence is available.

Date of Policy: March 2019

Signed By: Nursery Manager