

## **Special educational needs policy**

### **Statement of intent**

We provide an environment in which all children are supported to reach their full potential.

### **Aims**

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

### **Methods**

- We designate a member of staff to be special educational needs co-ordinator (SENCO) and give his/her name to parents/guardians. Our SENCO is Laura Brunton.
- We ensure that the provision for children with SEN is the responsibility of all members of the Nursery.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents/guardians of children with SEN to create and maintain a positive partnership.
- We ensure that parents/guardians are informed at all stages of the assessment, planning, provision and review of their children's progress.
- We provide parents/guardians with information on sources of independent advice and support.
- We liaise with other professionals involved with children with SEN and their families, including transfer arrangements to other settings and schools.
- We use the graduated response system for identifying, assessing and responding to children's special educational needs.
- We provide a broad and balanced curriculum for all children.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for all children.

- We ensure that children with SEN are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We use a system for keeping records of the assessment, planning, provision and review for all children.
- We seek additional resources (human and financial) where this is felt necessary to implement our SEN policy.
- We ensure the privacy of children with SEN when intimate care is being provided within safeguarding children guidelines.
- We provide in-service training for practitioners and volunteers.
- We raise awareness of any specialism the Nursery has to offer.
- We provide a complaints procedure.

This policy was adopted by the Trustees of Sevenoaks Day Nursery Trust

on (date)

Signed on behalf of the Trustees

Role of signatory (e.g. chairperson etc.)

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