



Policy Document:

# Supporting Children with Special Educational Needs.

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### Policy statement

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

- We regard for the DFES **Special Educational Needs Code of Practice** (2001).
- We ensure our provision is inclusive to all children with additional needs.
- We support parents and children with special educational needs, (SEN).
- We identify the specific needs of children with additional needs and meet those needs through a range of SEN strategies.
- We work in partnership with parents and other agencies in meeting children's needs.
- We review and monitor our policy and provision and, if necessary, make adjustments.

### Procedures

- We designate a member of staff to be the Special Needs Coordinator (SENCO) in the Nursery and Out of School Clubs. Our SENCOs are:
  - Nursery: LUCY CROFTS
  - Out of School Clubs: DIANE BROWN
- We ensure that the provision for children with additional needs is the responsibility of ALL members of the setting.
- We ensure that our inclusive admissions practice provides equality of access and opportunity.
- We use the graduated response system for identifying, assessing and responding to children's additional needs.
- We work closely with the parent/carers of children with additional 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 progress.
- We provide parents/carers with information on sources of independent support and advice.
- We liaise with other professionals involved with children with additional needs and their families, including transfer arrangements to other setting and school.
- We provide a broad, balanced and differentiated curriculum for all children with additional needs.
- We use a system of planning, implementing, monitoring, evaluating and reviewing *Targeted Support Plans* (TSP'S) for children with additional needs.
- We use a system for keeping records for the assessment, planning, provision and review for children with additional needs.
- We provide resources to implement our special needs policy.
- We provide in-service training for staff and volunteers.
- We provide a complaints procedure.
- We monitor and review our policy annually.

**ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted on:..... - 1<sup>st</sup> October 2012  
Signed: .....

This policy was reviewed on: ..... - 1<sup>st</sup> October 2013  
Signed: .....

This policy was reviewed on: ..... - 1<sup>st</sup> February 2014  
Signed: .....

This policy was reviewed on: ..... - 1<sup>st</sup> March 2015  
Signed: .....

This policy was reviewed on: ..... - .....  
Signed: .....

This policy was reviewed on: ..... - .....  
Signed: .....