**Special Educational Needs/Disability Policy**

**Statement of intent**

At Clavering and Arkesden Preschool, we treat and value each and every child as a unique, individual person. We provide an enabling environment in which all children within our care are supported to reach their full potential.

**Aims**

* We adhere to the guidance set out in the DfE Special Educational Needs and Disability Code of Practice, updated January 2015.
* We include all children in our provision. We focus on the child first and the SEND second, providing individual support where needed.
* We provide trained practitioners to help support parents and children with special educational needs

(SEND).

* We identify the specific needs of children with SEND through daily observations and meet those needs through a range of strategies.
* We monitor and review our practice and provision and, if needed, adjust our strategies to help children achieve their next steps.
* We work in partnership with parents and other agencies in meeting individual children's needs.
* We monitor and review our practice and provision and, if necessary, make adjustments.
* In the event of a child with SEND and English as an addition language joining us, we aim to work in partnership with the families and any outside agencies involved and to stock preschool with appropriate language resources.

**Procedures**

* We designate a member of staff to be our Special Educational Needs and Disabilities co-ordinator (SENDCo) and give his/her name to parents.
* We provide a SEND Local Offer, a copy of which can be seen on our website. This document outlines ‘how’ we provide for children with SEND.

* We ensure that the provision for children with SEND is the responsibility of all members of the preschool.
* 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 of children with SEND 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 with information on sources of independent advice and support.
* We liaise with other professionals involved with children with SEND 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, balanced and differentiated curriculum to meet individual needs and abilities of all our children.
* We ensure that children with SEND are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
* We keep records of the assessment, planning, provision and review for children with SEND.
* We provide resources (human and financial) to implement our SEND policy.
* We ensure the privacy of children with SEND when intimate care is being provided.
* We provide in-service training for practitioners and volunteers; from E learning to training meetings with the SENDCo.
* We raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
* We ensure the effectiveness of our SEND provision, initially by using a ‘One Page Profile’, which has been collated with views and information gained from parents/carers, the child’s views and staff observations. This, together with the Assess, Plan, Do, Review information, EYFS observation summary, A.B.C reports and any other evidence will be collated to create a ‘One Plan’ for specific children with SEND.
* We provide a complaints procedure.
* We monitor and review our policy annually.

Mrs Pat Dennison is, at present, our SEND Co-ordinator with years of experience working with SEND children.

However, our manager will be training for the role and will be supported by Pat when qualified.

Training will commence in the Spring term of 2020,

A SEN policy was adopted by Clavering & Arkesden preschool in 2010

Updates signed for on behalf of the Management Committee \_\_R.Higgs\_\_\_\_\_\_\_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_Chair\_\_\_\_\_\_\_\_\_\_\_