

# Supporting Children with S.E.N

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

- We have regard for the DfES Special Educational Needs & Disability 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, actively listening to their wishes and concerns to form a basis for our actions.
- 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.
- We reserve the right to stagger the entry of any child with additional needs or requirements as necessary.

## Procedures

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give their name to parents.

Our SENCO's are Tracy Parr and Linda Cooksey.

Our SENCO's are trained by Cambridge County Council and attend their refresher training to ensure they are updated in current policies and procedures. We also carry out additional training in specialist areas as necessary, e.g Speech and Language.

- If you believe your child may have additional needs and need support, in the first instance speak with their keyperson and we can arrange input from the SENCO for assessment. In line with County Council guidelines, we use the graduated approach system for identifying, assessing and responding to children's special educational needs. This may lead to the completion of an Early Help Assessment to allow us to gain additional support from other professionals.
- We ensure that the provision for children with special educational needs is the responsibility of all members of the setting.
- Our inclusive admissions practice ensures equality of access and opportunity.
- We work closely with parents 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, and their concerns and wishes are a priority.
- We provide parents 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 planning, implementing, monitoring, evaluating and reviewing individual child plans (ICPs) for children with special educational needs.
- We ensure that children with special educational needs are appropriately involved at all stages of the graduated approach, taking into account their levels of ability. We will consider their emotional and social well-being and take a child centred approach, always considering the views of the child.
- We use a system for keeping records of the assessment, planning, provision and review for children with special educational needs.
- We provide resources (human and financial) to implement our Special Educational Needs Policy, and ensure all children are enabled to be included in all activities and visits.
- We provide in-service training for parents, practitioners and volunteers as necessary.
- On transition to BEL, or a new room, or new setting or school we ensure we provide a personal handover to discuss a child's individual needs and forward on any relevant paperwork. Where necessary we invite relevant persons to a child's team around the family (TAF) meeting.
- We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources, e.g. Individual Child Plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually by relevant staff.
- We provide a complaints procedure.