

Special Educational Needs Revised September 2019

We Aim

- **To Value all children equally and to provide opportunities for equal access to the curriculum;**
- **To plan our curriculum to meet the needs of individual children;**
- **To recognise that some children will need additional support to ensure access to the whole curriculum;**
- **To recognise the importance of early identification and assessment of children with additional needs, and work within the code of practice;**
- **To work in partnership with parents/carers, valuing their views and knowledge and keeping them fully involved in their child's learning experience;**
- **Ensure reasonable adjustments are made;**
- **To work collaboratively with other agencies to meet the child's individual needs where necessary.**

**We have regard to the Special Educational Needs & Disabilities (SEND) Code of Practice (2014)
There is a named Special Educational Needs Co-ordinator (SENCO) at Twyford Playgroup.**

Initial information for parents and carers:

Through our Special Educational Needs and Disabilities (SEND) Local Offer we make prospective parents and carers aware of what Twyford Playgroup can provide for special needs children, including raising awareness of any specialisms we can offer.

Gathering initial information from parents and carers:

Information about children's needs or disabilities will be gathered at registration. The SENCO will discuss these needs with parents and put in place measures needed to enable children to attend. In this we comply with our legal responsibilities under the Equality Act 2010 (see Safety and Suitability of Premises Policy). All children are given time to settle in and become familiar with their new surroundings and routines. If staff have any concerns about a child they will pass these on to the SENCO, who along with the key person will observe the child and assess their needs. Staff will work together in partnership with parents or carers to formulate strategies to support the child. The SENCO will take the lead in coordinating any additional support for individual children, and will implement the graduated approach as stated in the SEND code of practice. Within our setting, for every child with a special educational need, an IEP will be written. This will be documented using forms. This will be reviewed regularly by the child's Key person with parents and any outside agencies that contribute to the care and education of the child. The child's progress is monitored and next steps recorded.

Initial information sharing and partnership working advice:

We will make clear to parents or carers at registration that we will work in partnership with them and with other agencies to meet children's individual needs. We advise that this will sometimes involve sharing information about children's needs in order to progress with outside agencies. We seek parent/carer permission for this overall approach at the time of registration. We provide in-service training for staff, volunteers and parents. We also provide a review and complaints procedure as part of our SEND offer. Any complaints surrounding our practice and provision of children with additional needs should be addressed using the complaints procedure in our policy document. If you require any additional information on any area of our special needs policy

please feel free to speak to the Manager or SENCO who will be only too glad to answer any questions you may have.

Identifying and meeting Special Needs during children’s attendance:

We identify the needs of children with SEND and meet those needs using a graduated approach. We put in place an individual educational plan (IEP). We implement, monitor, evaluate and review this plan in conjunction with parents, keeping them informed at every stage. We liaise with other professionals involved with children with SEN and their families including transfer arrangements to other settings and schools.

Keeping records:

We keep records of assessment, planning, provision and review of SEN children confidentially and systematically and ensure parents or carers have access to all records concerning their child.

Date:	Name:	Signed:	Review:
Date:	Name:	Signed:	Review: