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**SEN Policy**

At All Saints Preschool, we are committed to working with every individual child to help them to achieve their own full potential.

We provide opportunities and support for all children to learn and develop through shared experiences, resources and carefully planned activities.

We provide a positive environment rich in learning opportunities across all areas of the Early Years Foundation Stage (EYFS) curriculum and staff support each and every child in accessing this according to their unique and individual needs.

We recognise and value the importance of working in partnership with parents and carers. Parents and carers have vital knowledge of their child’s needs and their input is necessary at every stage to enable us to gain a full understanding of the child and plan effectively for their next steps.

We will liaise with other professionals.

We will make reasonable adjustments to our setting and to our practice as necessary to accommodate the needs of all children.

**Aims**

We will recognise each individual child’s needs and ensure that all staff are aware of and have regard for the Special Educational Needs Code of Practice on identification and assessment of any needs that may not be met by the preschool’s universal service.

We will ensure all children and their families are included in our provision.

We will ensure that all staff are well informed and trained to help support children with additional needs and/or disabilities and their parents.

We will employ a Special Educational Needs Coordinator (SENCO) who is experienced in the care and assessment of children with additional needs.

The SENCO will be provided with specific training relating to Special Educational Needs (SEN) and the SEN Code of Practice. This will be updated regularly.

The SENCO will be supported by a Deputy SENCO who will also complete the training.

The SENCO works closely with all staff to ensure that systems are in place to plan, implement, monitor, review and evaluate the SEN policy and provision at the preschool. The SENCO also works closely with parents and carers to ensure that they are consulted and informed at all times.

**Methods**

We will designate a member of staff as SENCO and another as Deputy. Their names and roles will be displayed clearly for parents/carers and visitors to see.

We will provide a statement explaining how we provide for children with additional needs and share this with staff, parents and other agencies.

We will identify the specific needs of all children. Key people will plan for their key children’s next steps and if extra support is required, this will be provided in accordance with the ethos of our setting and the SEN Code of Practice.

The needs of children who learn and develop ahead of age expectations will be met and they will be suitably challenged to enable them to continue to make progress.

We will work in partnership with parents/carers and other agencies in order to meet each child’s individual needs and we will seek advice, support and training where required.

We will monitor, review and audit our practice and provision and make adjustments as necessary. If specialist resources, equipment or services are required, we will source and supply these. We will apply for funding following the Surrey Local Offer.

We will promote positive images and role models covering various levels of ability. We will provide opportunities for the children to find out about diversity and we will celebrate it in our play and learning.

Our ethos is that the provision for children with additional needs and/or disabilities is the responsibility of all staff.

We will follow our inclusion policy and ensure that this includes equality of access and opportunity.

We will ensure that the physical environment meets the needs of all children and adults as far as is reasonably possible and we will make reasonable adaptions if required.

We will work closely with parents and carers to build and maintain positive partnerships and we will keep parents and carers informed and included at all stages of the assessment, planning, provision and review of their child’s progress.

We will provide parents/carers with information of sources of independent advice and support if applicable.

We will liaise with other professionals involved with children with additional needs, learning difficulties, behavioural issues and/or disabilities and their families, including transfer arrangements to other settings and schools.

We will work closely with the next setting and meet with them in person where possible to discuss the child’s needs and to ensure information exchange and continuity of care. When a face to face meeting is not possible, a telephone or online meeting and email exchange will take place.

We use the Graduated Response system for identifying, assessing and responding to children’s educational needs.

We provide a broad and balanced early learning curriculum and environment for all children, including differentiated activities to meet all levels of individual need and ability.

We use a system of planning, implementing, monitoring, evaluating and reviewing Individual Support Plans (ISPs) where required, We consult and include parents and carers at every stage of this process and their input is vital.

We will ensure that individual children are included and consulted at all stages of the Graduated Response, taking into account individual levels of ability and understanding.

We will refer to Early Help if required, after consulting parents and carers and obtaining permission.

We will provide regular training for staff and volunteers.

We will ensure the effectiveness of our SEN provision through a termly process of self evaluation. We will regularly review ISPs, hold regular staff and management meetings, termly staff supervision meetings, obtain views from parents/carers and external agencies and take into accounts and act upon inspection reports, advice from the Surrey Early Years team and any complaints.

We will provide a complaints procedure and make this available to all parents in a format that meets their needs.

The review and monitoring of our policy is a continuous process. The policy will be formally reviewed annually or more frequently and updated as necessary.

**SEN Code of Practice**

It is the statutory duty of All Saints Preschool to identify, assess and make provision for children’s special educational needs.

The Code of Practice recommends a Graduated Response to assessment.

Our SENCO and Deputy SENCO will ensure that appropriate records are kept according to the Code of Practice.

March 2022

To be reviewed March 2023