



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Special Educational Needs and Disabilities Policy

Dated 13.11.14

The Granary Nursery School has always aimed to meet the needs of young children with special educational needs and disabilities , whether their needs are known before attendance at the nursery or identified following admission.

We aim for:

- Early identification of any difficulties.
- Working in partnership with parents.
- To provide an appropriate learning environment with a range of differentiated activities.
- Ongoing observation and recording to assist future planning.
- Liaison with other professionals to ensure we are offering effective provision.

The Nursery's special educational needs co-ordinator is Kate Hayward-Brackenbury, with Carol Cattee as deputy. Together they will ensure:

- Liaison with parents and other professionals in respect of children with special educational needs.
- Advice and support is given to other practitioners in the setting and make sure they understand and are familiar with the SEND practice as stated in this policy.
- Appropriate individual plans (I. P) are in place.
- Relevant background information about individual children with special needs is collected recorded and updated, including the use of the 'one page profile'.
- Objectives of our SEND policy are reflected in practice.

The Granary Nursery School welcomes applications from parents who have children with SEND.

If a pupil is admitted to the Granary Nursery School with known SEND we will ensure we:

Special Educational Needs Policy

Proprietors: Mr. and Mrs. M Green
Head Teacher: Mrs Linda Gray B.Ed.Hons



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

- Aim to appropriate staffing to meet those needs (this may involve seeking a voluntary helper through our local volunteer centre).
- Have appropriate knowledge to meet those needs through an admissions form completed by parents and contact with outside professionals, such as speech therapy, physiotherapy, occupational therapy, advisory teacher services, local portage scheme and CHAMP (Ipswich Hospital).
- We seek to have appropriate equipment to meet those needs e.g. specialist seating, potty chairs etc.
- Flexibility with regard to procedures and admission.
- Medical needs would need to be discussed with parents / carers before the child is admitted to the Nursery to enable us to put a health care plan in place if necessary.

The Nursery already has some specialist facilities and staffing:

- A captain's chair and non slip mat
- Wheelchair access (portable ramps)
- Surround sound system
- Linda Gray has a stage 1 qualification in B.S.L. (sign language) and has completed a course at stage 2 level
- Several members of staff have experience of dealing with children with a range of special educational needs.

We have regard to the Equalities Act 2010, and will take reasonable steps or make reasonable adjustments in order to ensure the service we provide is accessible to children, young people and adults with special needs.

The resources we provide for children with SEND are a range of differentiated resources to promote Early Learning Goals (e.g. photographs, pictures, lift out puzzles etc and a large range of musical instruments).

The Nursery staff are deployed across both classes within the Nursery and are deployed within each class to work with individual children as appropriate. Additional staff would be found (possibly volunteers) if this was deemed necessary.

We have regard for the SEND Code of Practice 2014 on the identification and assessment of Special Educational Needs. All staff in the setting have the sensitivity and knowledge required to work with children with SEND, taking into account their wishes and interests, which are identified through observations

Special Educational Needs Policy

Proprietors: Mr. and Mrs. M Green
Head Teacher: Mrs Linda Gray B.Ed.Hons



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

and talking with them and their parents or carers (as with all children in the Nursery).

We have adopted the Graduated Response and the practice of our setting is described through the following stages:

Assess

Where there is concern about a child we will offer different opportunities and approaches to his / her learning, and any observations and records made will be kept in the child's individual files.

Where a child is initially identified as having difficulties, the parents will be approached informally but confidentially. They will be assured that no contact with outside professionals will be made without their written permission.

A 'Checklist for Action' sheet will be completed. (Appendix 1)

When it is agreed that there is a valid concern, the SENDCO or other appropriate member of staff will discuss the concern with the parents / carer and decide together how best to address the concerns. Parents / carers will be kept informed of the child's progress.

Plan

If a child does not make satisfactory progress, we, in conjunction with the parents would set specific targets for the child in a written 'Individual Plan' (IP - see Appendix 2) and agree a date to review the IP.

Parents will be invited into the Nursery to discuss and make arrangements to plan provision to meet the child's individual needs. We will take into account their own and their child's wishes.

Do

The child's progress will be observed and assessed as the agreed intervention is carried out.

Parents will be continually informed of their child's progress. We will advise parents of services through 'SENDIASS' (SEND Information, advice and support services) that are appropriate.

www.access-unlimited.co.uk/send-reforms/sendiaass/

Special Educational Needs Policy

Proprietors: Mr. and Mrs. M Green
Head Teacher: Mrs Linda Gray B.Ed.Hons



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Where the child attends a second setting, we will, with the parents' or carers' permission, liaise with that setting to formulate an IP.

When the child with SEND leaves for another setting, the child's records will be forwarded to the school / setting. If it is in the best interests of the child, and with the cooperation of the parents, links with specialist settings or services would be instigated.

Review

Together with the parents / carers, we would decide the next appropriate stage of action. Continuing at this stage with new IPs, and repeating the cycle of **Assess, Plan, Do and Review**

Education Health and Care Plan (EHC)

From September 2014 the SEN Code of Practice 2001 will enter into transitional arrangements to facilitate the transfer of those with statements to EHC plans, as and when it becomes appropriate, e.g. when changing settings, or it may coincide with their Annual Review. No-one should lose their statement and not have it replaced by an EHC.

We respect confidentiality, however records will be sent on to the forwarding setting / school.

When planning our Early Years Curriculum, regard is given to differentiated learning targets and a variety of strategies and teaching styles to deliver learning activities.

We have a Key Worker system and in the case of a child with SEND the SENDCO is usually the Key Worker, who is also responsible for day to day planning for that child. The specific learning targets of these children are included in the Medium Term Plan. Activities that they should be encouraged to take part in, in order to meet their IP targets, will be identified on the Weekly Plan.

At all times, children with SEND would be included in all learning activities and equipment made available to them: e.g. tabletop toys brought down to floor level or vice versa. If necessary, staff would undertake training e.g., for Makaton or BSL (British Sign Language) so that they could be used.



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Our SEN policy will be reviewed annually, at the end of every summer term by the whole staff, or more often if necessary. It will take into account:

- How successful were identification procedures in identifying children with difficulties.
- How well children attained individual targets.
- How effective our curriculum delivery and record keeping is to ensure all children have access to a broad range of experiences.
- How happy the parents are with the information shared and child's provision and progress.
- Changes in legislation or guidance.
- Changes in the organisation or staffing at the Nursery.

The proprietor will deal with complaints. If a complaint is made, this will be relayed to the proprietor immediately and the parent contacted to let them know that action is in motion for their complaint to be dealt with. Staff will then be consulted and the parent assured of any action taken. The complaint will be recorded as well as action taken and any relevant details will be kept in a 'complaints' file in the office and a copy to go in the child's individual file.

We have a complaints procedure that we would encourage parents to follow. Ultimately, complaints can be made to OFSTED at:

Early Years OFSTED

Picadilly

www.ofsted.gov.uk/childcare

Tel: 08456 404040

The SENDCO will attend County training courses for her Professional Development and will address training issues in relation to SEND for members of staff as appropriate. We offer a range of books and articles related to SEND, which are available for staff to borrow at any time. Staff have opportunities to discuss SEND practice, policy, and procedures through ongoing informal discussions and at termly staff meetings.

Special Educational Needs Policy

Proprietors: Mr. and Mrs. M Green
Head Teacher: Mrs Linda Gray B.Ed.Hons



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

The Local Offer

*Local Authorities and their partner bodies and agencies, **including early years settings**, must co-operate with each other in the development and review of the Local Offer. Local Authorities must publish information for parents about childcare options available to parents including the range of expertise to support children with SEND.*

For early years providers this will involve contributing to the special educational provision described in the local authority's Local Offer.

The Nursery proprietor Allie Green, will forward to relevant information to the Local Authority.