



## Special Educational Needs and Inclusion Policy

At Noah's Ark Play School we provide an environment in which all children are supported to reach their full potential. We have regard for the Dfes Special Educational Needs Code of Practice 2001 and the Equality Act 2010. We include all children in our provision.

### Aims

- We provide practitioners to help support parents and children with additional and special educational needs (SEN)/disabilities.
- We identify the specific needs of children with Special Educational needs and Disabilities and meet those needs through a range of strategies
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision, if necessary, make adjustments.
- We support all children attending our setting through inclusive practice

### Methods

- The needs and progress of children with Special Education Needs are monitored by our Special Educational Needs Co-ordinator (SenCo) Nicole, with other SenCo team members being Tracey and Marie-Jo.
- We ensure that our inclusive admissions practice provides equality of access and opportunity. Before each child starts the parents are given a developmental and home information form to fill in. This provides us with important information about each child so we can plan the curriculum accordingly.
- Our key person system ensures that each practitioner is responsible for 5-6 children so that each child receives adult time and attention.
- We ensure that our physical environment is as far as possible suitable for children with disabilities. We ensure accessible toilets to encourage children to be independent. We are happy to be flexible in the use of our building to accommodate children's needs and to consider making

reasonable adjustments to our premises within our financial capability. We will actively seek funding to help with this.

- We work closely with parents of children with Special Educational Needs and Disabilities 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. Children's progress and achievements are shared with parents on a regular basis in brief discussions, parent consultations and at any time a parent wishes to speak to their key person.
- We liaise with the Inclusion Development Officer employed by Herts County Council, who may visit our setting to offer support. We also liaise with other agencies and Health professionals such as Health Visitors, Speech and Language Therapists and Community Nursery nurses.
- We use the graduated response system from the SEN code of Practice for identifying, assessing and responding to children's special educational needs. At Early Years Action the setting initially makes adjustments to activities using different strategies to support the child. If the child continues to need support, we use an Individual Education Plan (IEP) to help the child move forward in liaison with parents.
- If a child needs more support than within the setting they may then move on to Early Years Action Plus, when other agencies may be involved in supporting the child in the setting such as SEN Advisory Teachers, Speech Therapists, Educational Psychology Service.
- **We work closely with any other agencies using an integrated approach through Team Around the Child, using tools such as Early Support and the Common Assessment Framework (CAF).**
- We provide parents with information on sources of independent advice and support.
- We provide a broad and balanced curriculum for all children with Special Educational Needs and Disabilities.
- We use a system of planning. Implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for children with Special Educational Needs and Disabilities.

- We ensure that children with Special Educational Needs and Disabilities are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We liaise with other professionals involved with children with SEND and their families, including transfer arrangements to other settings and schools.
- We use a system of keeping records of the assessment, planning, provision and review for children with Special Educational Needs and Disabilities.
- We ensure the privacy of children with Special Educational Needs and Disabilities when intimate care is being provided.
- We raise awareness of any specialism the setting has to offer, some staff are Makaton trained and we are learning some basic signs and songs together.
- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies views, inspections and complaint. This information is collated and evaluated and reviewed annually.
- *The IEP will be reviewed bi-monthly for the first six months and then every three months thereafter.*

Staff will work to support both child and parent at all stages of the process and all information will be kept strictly confidential. Parental consent will be obtained at every stage of the process.

Noah's Ark Playschool welcomes all children whatever their individual needs and abilities and will make reasonable adjustments to accommodate individual needs. We will actively work with families and external agencies to provide support for children with additional needs. We have links with our local Health Visitor, Speech and Language Therapy, Autism Support and SENCO's at local primary schools.

The following form is given to the parents when requesting additional help:

The role of the SenCo at Noah's Ark is to:

- Support the key worker in all stages of the process
  - Ensure liaison with parents and other professionals in respect of children with special educational needs
  - Advising and supporting other practitioners in the setting
  - Ensuring that appropriate Individual Education plans are in place alongside IAELD's
  - Ensuring that relevant background information about individual children with special educational needs is collected, recorded and updated.
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Permission to contact external professionals

I hereby give permission for my child .....to receive external professional help and assistance as part of the Noah's Ark staff team.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed November 2012 NLH