



## **Rationale**

In our setting we believe that every child should have the best possible learning opportunities and we therefore promote inclusive practice. We recognise that some children will have particular needs or barriers to learning and we take specific action to support and encourage these children within a caring environment.

We aim to enable all children to participate fully in learning activities and experiences by providing a curriculum that responds to the individual development of each child. We will as far as possible make reasonable adjustments to the learning environment, teaching and learning strategies to support children's well-being and progress.

We recognise the importance of working closely with parents and carers and celebrate the shared commitment and contribution they make to their child's development. We work in close conjunction with other professionals to provide additional support to meet individual needs of children when required.

## **Aims of the Policy**

- To work within the Special Needs Code of Practice DfE 2014
- To set out procedures for monitoring and reviewing individual needs of children, enabling early identification and to facilitate early intervention.
- To ensure that all children with Special Educational Needs and /or disability engage in all activities and are fully included.
- To identify an effective system which ensures the early identification of SEND and/or disability?
- To identify systems and strategies that is effective and flexible in response to changing need.
- To detail for staff, governors and parents the positive approach taken to build on children's strengths and taking into account their wishes in the light of their age and understanding.
- To involve parents in a positive and working relationship.
- To work in partnership with outside agencies.

## **Definition of the term Special Educational Needs**

A child has special educational needs if they have a learning difficulty which requires special educational provision to be made for them.

A child has a learning difficulty if they:

- Have a significantly greater difficulty in learning than the majority of children of the same age.
- Have a disability which prevents or hinders the child from making use of educational facilities generally provided for children of the same age in schools within the area of the local authority.

Special educational provision means:

- Educational provision which is additional to, or different from, the educational provision made generally for children of the same age in maintained schools, other than special schools.

### **Roles and Responsibilities**

The LA has legal responsibility to ensure that schools are aware of their statutory duties and the school and the governing body are legally bound to ensure their statutory duties are carried out.

The Governing Body at Oxclose Community Nursery School take an active role in monitoring the provision of SEND through regular reports on children's progress, health and safety audit, premises audit, staffing and training, safeguarding and policy review.

Oxclose Community Nursery has a designated SENco: **Julie Heron** and an Inclusion Manager: **Nicola Knight**

#### **Head teacher / SENco**

- Implementation of the SEND and inclusion policy
- Meeting the needs of the children
- Funding requirements for specialist equipment and reasonable adaptations.
- Staffing Arrangements
- Training arrangements
- Ensuring appropriate Individual Educational Plans are in place
- Ensuring that the relevant background information about individual children with SEND is collected, recorded and updated.

#### **Inclusion Manager**

- The day to day operation of the special needs policy and co-ordinating provision for the children
- Ensuring liaison with staff, parents and other agencies
- Advising and supporting practitioners in the nursery
- Writing, monitoring and reviewing support plans for identified SEND children.

#### **Teaching staff**

- All staff will be responsible for observations of learning and progress, record keeping and reviewing the support plan in conjunction with the inclusion manager and the SENco.
- The child's allocated key worker is responsible for working with the child on a daily basis and for planning and delivering an individualised programme and will be first point of call for parents.

#### **Support staff**

- Support identified SEND children as directed by key worker, teacher staff or SENCo.
- To record observations of children's learning and progress to support key worker profiles.

## **Parents**

- Ensure early contact with the school to discuss matters which affect a child's happiness, progress or behaviour.
- Work closely with the school and staff to support their child's individual needs.

## **Procedures**

### **Identifying Needs**

- Children accessing a two year old place; the child's key worker will complete a two year old progress check to determine development in communication and language, physical development and personal, social and emotional development. This may highlight a concern which may indicate SEN or disability. All information will be shared with parents.
- Children aged 3 to 4 will have an initial baseline assessment on entry to the nursery. This may determine SEN requirements.
- All nursery staff will raise concerns they may have with SENCo at the earliest opportunity.
- Parents must be alerted to concerns and their active help and participation enlisted.
- Concerns will be discussed during planning meetings and progress review meetings.
- Parents may approach staff with concerns.
- An outside agency may alert the school to additional needs and liaise with the SENCo.

### **Identification and on-going assessment of SEND**

Where we identify a child as having difficulties, we will work in partnership with parents to establish the support needed and adopt a graduated approach with four stages of action.

### **Assess, Plan, Do, Review**

#### **Assess**

The school will carry out an initial assessment of the child's needs. This will help to identify the support required including support from other agencies such as specialist teachers, educational psychologists or speech therapists.

#### **Plan**

Where it is decided to provide SEN support and in consultation with parents, interventions will be planned. Impact on progress, development or behaviour will be monitored and a date set to review outcomes.

#### **Do**

The Inclusion Manager will oversee the implementation of the interventions or programmes agreed as part of SEN support.

#### **Review**

Children's progress will be reviewed regularly in line with agreed dates. The Parent, Inclusion Manager and SENCo will agree any changes to the outcomes or support needed. Parents will be given information about the impact of support provided and asked to contribute to planning next steps.

## **Requesting an Education, Health and Care Assessment**

When a child has not made good progress despite relevant and purposeful interventions and support, we will seek to request an Education, Health and Care Assessment. This will require full agreement from parents, SENCo and all other agencies involved with the child's progress.

## **Admission Arrangements**

Admission arrangements for those children who already have a statement of educational needs are:

- Nursery staff will meet with child and family prior to admission
- Transition visits will be arranged for key worker to meet with child
- Ideally school will be invited to the child's statement review.

Admission arrangements for those children whose needs have not already been identified will follow the school admissions procedure.

## **Specialist SEND Provision**

Oxclose Community Nursery School is a resourced provision for the local authority. It is commissioned to provide two full time places for children with physical or medical barriers to learning

## **Facilities**

- Disabled changing area and child's toilet
- Wheelchair accessibility to all areas
- Hoist

## **Staff Training**

As part of continuing professional development all staff are encouraged to identify areas for development and attend relevant training.

All permanent staff has SEN experience in different areas:

- ECAT, supporting early language difficulties.
- Signing and Makaton
- Level two behaviour management
- Early bird training
- Administering medication
- Attachment issues
- Sensory deprivation

## **Links to other settings, schools and outside agencies**

This policy is closely linked to the Sunderland Local Offer.

The School is part of the Physical & Medical Partnership and works closely with Oxclose Primary Academy and Oxclose Community Academy.

The school regularly work with a number of outside agencies including, health services, specialist teachers, educational psychologists and speech therapists.

Transition the school aims to support a positive transition to primary school for all children. This may involve direct liaison with the receiving school and provision of appropriate reports. Parents are involved at all stages.

### **Complaint Procedures**

In the first instance concerns should be raised with the head teacher who can support parents in resolving the complaint, refer parents to the chair of governors or their representative or refer parents to the relevant Local Authority officer.

### **Safeguarding**

At Oxclose Community School we recognise that children with Special Educational needs may be more vulnerable to exploitation and abuse and make staff aware of this.

### **Monitoring and Evaluation of the SEN policy**

It is the responsibility of the governing body, headteacher and staff monitor and evaluate this policy and it procedures. This policy is reviewed on a yearly cycle in line with all safeguarding policies. It is ratified at the autumn full governing body termly meeting.

### **Links to Other Policies**

This policy works in conjunction with other policies adopted by the school these include:

- Health and Safety Policy
- Admissions Policy
- Risk assessment
- Child Protection and Safeguarding Policy
- Medication Policy
- Lifting and Handling
- Contenance Policy
- Equal Opportunities, Diversity and Community Cohesion Policy
- Behaviour Policy
- Teaching and Learning Policy
- S.E.N.D Report