



## **SEND Policy 2020-2021**

### **Basnett Street Nursery School and The Chatterbox Club**

This policy is in line with the new 2014 revised Code of Practice and has been written with reference to the Equality Act 2010.

This policy has been written and developed through consultations with all staff members and the governing body and is in accordance with our Local Offer.

The Special Needs Coordinator (SENCO) for Basnett Street Nursery School is Mrs Kimberley McGrail and Grace Walker for The Chatterbox Club. The SENCO of the Nursery School is also a member of the SLT.

The Governor with responsibility for SEND provision is Helen Mansfield. Her role is to keep the governing body informed about the Nursery's SEN provision and how the Nursery is meeting the statutory requirements.

### **Definition of Special Educational Needs (SEND)**

"Children have a Special Educational Need if they have a learning difficulty which calls for Special Educational provision to be made for them". As defined by the Code of Practice 2014 for those who have Special Educational Needs and disabled children.

### **Aims and Objectives**

At Basnett Street Nursery School and The Chatterbox Club, we strive to provide a broad and balanced curriculum for all children. The Early Years Foundation Stage is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, staff set suitable learning challenges and respond to children's diverse learning needs. Some children have barriers to learning that mean they have special needs and require particular action by the nursery.

The aim of our Special Educational Needs Policy is to ensure that:

- We identify and assess children with SEND as early as possible.
- Include all children and their families in our provision.
- Provide well informed and suitably trained staff to help support parents and children with learning difficulties and/or disabilities.

- Ensure the inclusion policy is implemented consistently and that all staff are familiar with commitment 1.2 (Inclusion Practice) within the Theme (A Unique Child);
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities.
- Promote positive images and role models during play experiences of those with additional needs wherever possible.
- Celebrate diversity in all aspect of play and learning.
- Listen and respond to the child's voice, including their interests, learning styles, motivations, responses and behaviours;
- work in partnership with the LEA and outside agencies who provide specialist support and teaching for children with Special Educational Needs;
- Ensure that induction and transition procedures are in place to ensure all relevant information is shared as appropriate.

The SENCO will:

- work positively with all members of Basnett Street Nursery and The Chatterbox Club to promote inclusion;
- ensure appropriate procedures are in place, working with, and including children with SEN and disabilities;
- liaise with key worker's and external agencies to ensure planning and assessment is differentiated to reflect the needs of children with SEN and disabilities;
- maintain a 'SEND Register' naming the children with SEN and disabilities and their stage within the SEND code of practice;
- keep key worker's updated regarding the needs of the children with SEN or disabilities;
- offer advice and support to key worker's, as they undertake observations to identify children's strengths and areas for further development, then to develop meaningful "next steps" and provide appropriate strategies;
- liaise with parents offering advice and sharing strategies to promote a consistent approach. Complete a Common Assessment Framework (CAF) and organise Team around the Family (TAF) meetings, as appropriate;
- co-ordinate external specialist provision and contribute to assessments and reviews;
- co-ordinate induction and transition procedures to ensure all relevant information is shared as appropriate to ensure a smooth transition for children with SEN and disabilities between settings;
- work closely with the SEN Governor, Trustees and key workers to ensure the Nursery's SEND policy is adhered to;
- monitor and evaluate the SEND policy and report to the governing body on it's effectiveness and use of SEND resources;
- complete, and update as appropriate, a provision map to inform practitioners, governors and parents of the SEND provision made by the Nursery;
- ensure the Nursery's SEND Information Report and Local Offer is available on the Nursery website to inform parents of our SEND provision.

## Admission Arrangements

Children with SEN and/or Disabilities will be admitted to Basnett Street Nursery and The Chatterbox Club in line with our Admission Policy and the statutory requirements of the SEN and Disabilities Act (2001) and Children and families Act (2014) Part 3.

The admission policy states that children with additional and special educational needs must be admitted as a priority.

All staff at Basnett Street Nursery and The Chatterbox Club are committed to meeting the needs of all children and promoting the culture and ethos of inclusion within the nursery. Parents are requested to inform the nursery of any special educational needs, medical conditions, allergies or any other concerns they may have on the Nursery Admission Form. Home visits and/or additional meetings in the setting are also offered to enable parents to discuss their child's needs with their child's key worker. This will enable the SENCO to put into place actions to support each child, such as, a differentiated curriculum or specialist resources.

We are fully accessible for children with physical disabilities.

### **Identification, Assessment and Reviews of children with SEN and /or Disability:**

An assessment of all the children is completed within the first two weeks of nursery life; these assessments range from our baseline, the Early Development of Speech and Language (ICan) and also Early Talk Boost. These assessments are used to indicate whether a child may be working well below age expectations, this will then be discussed with the SENCO. If further action is deemed necessary, this will be discussed between the SENCO/Key worker and the parents.

We offer a graduated response to intervention, recognising that there is a continuum of SEN following a cycle of **assess, plan, do and review**. Children with an identified additional need will have access to a differentiated curriculum and a level of support appropriate for the child to access all activities as fully as possible. Parents will be kept fully informed at all stages

A Targeted Learning Plan (TLP) and, where appropriate, Medical Care Plan (MCP) will be written and reviewed half-termly or as necessary. An environmental risk assessment will be conducted as appropriate. A TLP will contain clear, achievable targets for learning and development that identify the individual needs of the child.

Educational Health Care needs assessment will be initiated if deemed appropriate for children with more complex needs. The SENCO will inform the Early Years Panel and they will decide if it is appropriate to carry out assessment leading to an Education, Health and Care (EHC) plan being written.

## **Graduated Response to SEND**

Our graduated approach ensures that all children make good progress. We do this through a cycle of **assessing, planning, doing** and **reviewing** our provision. Through our Provision Map we demonstrate our universal provision, available to all children, and the additional support and interventions we offer to meet the additional needs of children, including those with Special Educational Needs and/or a disability.

The areas of need include:

- Cognition and learning
- Communication and interaction
- Sensory and physical
- SMEH
- Medical

### **Our Provision Map**

#### **Wave 1 (Universal Services)**

This is the universal provision offered to all children at Basnett Street Nursery School and The Chatterbox Club. All children will have access to a broad and balanced curriculum and their progress will be monitored and assessed through the development levels of the Early Years Foundation Stage (EYFS) and ICan Speech and Language Assessments. Achievements and progress will be monitored and documented in our Learning Journals. Assessment of each child's achievements and progress is ongoing and is shared with parents / carers through informal coffee sessions, formal parent meetings as well as observations being sent home.

All our children are valued, we recognise each child as an individual with unique learning needs. Children's previous experiences, learning styles, motivations and interests are used to plan meaningful, stimulating and challenging learning opportunities.

Our learning environment provides opportunities for all children to be included in the setting as a whole.

We have continuous provision inside and outdoors with enhancements to reflect the interests of the children.

Structured group times are held at the start of each three hour session, these sessions provide opportunities for key workers to teach children phonic, number skills as well as PSED issues, they also ensure consistent progress in areas of the curriculum which is not always accessible through continuous provision.

#### **Wave 2 (catch up)**

When a child is assessed as working at developmental levels lower than those typical of their chronological age or are not making progress then the SENCO will consider moving to Wave 2 of the SEND code of practice.

At Wave 2 the SENCO will introduce additional support to help the child to make progress and 'catch up'. This will be offered through:

- targeted / focussed one-to-one and /or group activities;
- planned interventions;
- targeted resources;
- individual / specialist equipment (with care plan if necessary)
- Environmental adjustments e.g. quiet areas.

Each child's progress will be monitored closely through additional assessments (ICan Boost).

### **Wave 3 (SEND)**

Children who have an unmet additional need will be at Wave 3 of the SEND code of practice.

At Wave 3 a child's needs will be monitored through a Targeted Learning Plan (TLP) displaying:

- differentiated provision;
- small targeted steps;
- strategies;
- resources.

All TLP's are discussed during staff planning meetings as well as being carefully reviewed and evaluated half termly. SEND monitoring meetings take place with all staff half termly, these meetings ensure all needs are being met.

Knowledge and advice from relevant professionals and outside agencies will be sought with parent's consent. The SENCO and key workers will use specialist knowledge and advice about a child's individual needs to enable them to make progress and reach their full potential.

A referral to the Early Years Panel may be made for extra support or funding.

A Common Assessment Framework (CAF) may be completed.

Team around the Family (TAF) meetings may be arranged. This is an opportunity for the family and professionals to discuss how a child's additional needs can be met.

An Education, Health and Care Plan (EHC plan) may be initiated. (Children and Families Bill 2014).

### **Partnership with Parents**

Parents are valued and their contribution in terms of identification and support with children with SEND is fully recognised. Parents will be kept fully informed where their child has special educational needs and will be encouraged to attend reviews, support the development of individual approaches to their child and provide help at home wherever possible.

Links will be maintained, with parental consent, with other professionals and agencies, including:

- Health Visitors;
- Medical Professionals e.g. Paediatricians; Occupational Therapists (OT); Physiotherapists; Speech and Language Therapists (SALT);
- The Child Development Centre; Portage;
- Educational Psychiatrists (EP);
- Inclusion Teachers;
- Children's Integrated Services;
- Inclusion and Disability support service (IDSS)

Links with other educational settings are made with consideration to careful transitions ensuring changes are managed as smoothly as possible for all concerned. Information regarding the child's progress is shared with the new setting. The child's Learning Journey is kept by the child and family.

### **Medical Conditions**

Children who have medical needs may require intervention and support from nursery staff. Such a child will have a Care Plan written for them in liaison with parents and the Health Service. This ensures a safe, agreed set of principles and procedures to ensure the child's needs are fully met and all health and safety arrangements have been addressed.

## **Access to the Curriculum**

All children with SEND will have a full entitlement to a broad and balanced curriculum as provided for all other children. In order to maximise their access some children may be taught in withdrawal groups or on a 1:1 basis for short periods of time. Our aim is to provide a variety of teaching and learning opportunities, differentiated planning opportunities, appropriate support and resources all within the normal nursery environment.

## **Local Offer**

Local authorities must publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans. In setting out what they 'expect to be available', local authorities should include provision which they believe will actually be available.

The Local Offer has two key purposes:

- To provide clear, comprehensive, accessible and up-to date information about the available provision and how to access it, and
- To make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents, and disabled young people and those with SEN, and service providers in its development and review.

At Basnett Street Nursery School and The Chatterbox Club, we provide our 'Local Offer'. This sets out our aims and the provision we provide for the children who attend our setting.

[www.basnettstreet.lancs.sch.uk/localoffer](http://www.basnettstreet.lancs.sch.uk/localoffer)

[www.basnettstreet.lancs.sch.uk/the-chatterbox-club/sen-and-disability-send/](http://www.basnettstreet.lancs.sch.uk/the-chatterbox-club/sen-and-disability-send/)

## **Storing and Managing Information**

The SENCo keeps a register of all children with SEND. All staff are aware of the SEND register.

TLP's and additional information are stored securely by the SENCO on CPOMS. Key workers keep their children's TLP's in their personal files, ensuring they are a working document.

Information is only shared with other agencies with parental consent. The SENCO adheres to the settings Data Protection Policy.

## **Monitoring and evaluation of our SEN policy**

The SENCO works closely with key workers in the writing of TLP's. TLP's are reviewed half termly in discussion with the child's key worker and parent. All About Me profiles are written jointly with the SENCO and parents before an EHC Plan is requested.

The SENCO holds regular monitoring meetings with key workers, giving staff the opportunity to discuss the children, the progress they have and are making as well as any areas of concern, thereby enabling quick and early intervention.

Our SEND Policy will be monitored and evaluated via termly reports to the governing body. The school governors are responsible for an annual review of the policy.

## **Complaints**

The complaints procedure for SEND will follow the Nursery's complaints procedure. Complaint forms are available at the schools office.

Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with their child's key worker. If a concern continues then the SENCO will discuss the concern with the parents / carers. At this stage the Headteacher/Manager and SEND Governor/Trustees may be informed.

This SEND Policy will be reviewed annually – Sept 2021