



Special Educational Needs and Disability Policy

This policy is to help promote the successful inclusion of children with special educational needs or disabilities at Albert Village Nursery. At our nursery we are committed to offering the best possible learning opportunities for all our children regardless of their needs or abilities.

Our aims are as follows:

- To provide a safe/valued/inclusive and welcoming environment for all children and their families
- To cater for all families from a variety of backgrounds/culture/race/disability/SEN

Our objectives are as follows:

- To include all children to achieve their full potential
- To provide a structured and stimulating learning environment, where those children with SEN or a disability are fully able to join in with all that is offered. Confidentiality will be upheld at all times.
- To work very closely with parents/carers and the extended family, ensuring there is effective communication at all times
- To liaise on a regular basis with outside agencies and other professionals to promote effective partnerships
- To identify and assess children with possible SEN and/or disability, ensuring that their needs are met
- Seek to find out the views of our children, help them to be involved and a part of the process (where appropriate)
- Parents/carers can also take a look at our SEND local offer available from http://www.leics.gov.uk/local_offer

The nursery's SENCO is [Miss Adams](#)

All staff will have regard to the SEN Code of Practice Guidance 2014 which is located in the staff store cupboard and the Equality Act 2010. SEN training will be ongoing.

On admission, the nursery's SENCO or Nursery Manager will meet with the child and their family to gather relevant information. If possible necessary training will be sought for all staff for a particular condition.

The role of our SENCO is as follows:

- To liaise with staff, parents/carers and other professionals on SEN issues
- Ensure paperwork is correct and up to date
- Ensure Targeted Plans are appropriate, regularly updated and followed by all those working with the child
- Ensure all information on children with SEN is collated, recorded and updated
- Address SEN training issues for our nursery
- Monitor and review (along with all staff) our SEN policy
- Ensure SEND Support plans are in place (where appropriate)

Identification and Assessment of children with SEN or a disability:

- Staff will share and discuss concerns and progression
- Children will be observed and assessed using appropriate assessment sheets.
- Explain to parents/carers the differentiation of the curriculum, the need for a targeted plan and targets set.
- Targeted plans will detail short term targets, implementation strategies, review date and success criteria.
- If applicable an Educational Health Care Plan may be determined or already be in place. This will be completed by seeking further assistance from outside professionals.
- Keep paperwork up to date with regards to outside agency visits
- We will seek advice from our Area SENCO, Karen MacCalman.
- A SEND support plan may be applicable. Parents and professionals would help to complete this.

If the budget allows, it is the nursery's intention to provide appropriate resources and equipment for any child with SEN or a disability. If applicable we will borrow appropriate equipment from the local toy library and other local facilities. We will continue to develop and maintain links with any outside agencies and will seek to inform and keep lines of communication open with parents/carers. The nursery's complaints procedure is clearly set out and details can be found within the yellow folder labelled 'Policies and Procedures' situated in our cloakroom. The SENCO or Nursery Manager will liaise with the SENCO of the child's next setting in order for a smooth transition.

Considering Complaints:

If parents/carers believe that their child has a learning difficulty or behavioural issue at nursery which has not yet been identified by the nursery, or if they are unhappy with the provision the nursery is making for their child with SEN, they should talk first to the child's key person. If the parents/carers think that the child should be given more support they should raise their concerns with the nursery SENCO and Manager. Most concerns will be resolved this way. If parents/carers feel dissatisfied they may choose to raise their concerns with the Head teacher or via our complaints procedure.

Parents/carers can also access many organisations if extra help and support is required. Such as:

Leicestershire Special Educational Needs & Disability Information Advice and Support Service Tel: 0116 3055614 <http://www.iassnetwork.org.uk/find-your-iass/east-midlands/leicestershire/>

Menphys	Tel: 0116 2827225	www.menphys.org.uk
Face to Face	Tel: 0116 730978	email: fionaburton@scope.org.uk
Parent/Carer Council	Tel: 07870 688973	www.parentcarercouncil.co.uk

It is Albert Village Nursery's intention that all children attending enjoy themselves and progress to the best of their ability. If you have any concerns or issues the Nursery Manager or SENCO will always endeavour to make themselves available at all times. All SEN training for staff can be found in our 'Policy and Procedure' folder which is located in the nursery cloakroom.

March 2024

Review Date: March 2026