# Supporting children with special educational needs

**Policy statement**

We provide an environment in which all children with SEN are supported to reach their full potential.

* We have a regard for the Special Educational Needs and Disability Code of Practice (2015)
* We ensure our provision is inclusive to all children with SEN and English as a second language.
* We support the parents of children with SEN.
* We identify the specific needs of children with SEN and meet those needs through a range of SEN strategies.
* We work in partnership with parents and other agencies in meeting individual children’s needs.
* We monitor and review our policy, practice and provision and make adjustments if necessary.

**Procedures**

We have designated a member of staff to be the SENCO. The name of our SENCO is:

Zoe Denness Pre-School Leader.

* Our SENCO and Keyworkers will work closely with the parents of the children who have SEN to create and maintain a positive relationship. The children who have SEN will have a plan with an appropriate programme of support.
* We will inform parents at all stages of the assessment the planning.
* We will provide parents with external sources to get advice and support.
* We will liaise with professionals involved with the children with SEN.
* We will work hard to overcome any barriers of participation.
* We have systems in place for supporting children with SEN during their early year’s education and will ourselves get external advice and support as an extension of the work we do within the setting.
* We will use a SAPP (Support and Achievement Play Plan) to plan, implement, monitor and review the development of a child with SEN.
* We use a confidential system of record keeping of all the assessment, planning and reviews for children with SEN.
* We provide resources to support children with SEN.
* We provide training for practitioners.
* We will ensure the effectiveness of our SEN provision by reviewing our SAPP (Support and Achievement Plan) process and from staff and committee meetings. Also from the views of Parents and External Professionals. This information will be gathered and will be evaluated and acted upon.
* We provide a complaints procedure.

Local Authorities must publish a local offer, which is part of a new law called the Children and Families Act 2014 setting out in one place information about a provision. The local offer has two key purposes.

1)To provide clear, comprehensive, accessible and up to date information about available provisions and how to access them.

2)To make provisions more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents and different service providers.

In accordance with these requirements, our information can be found at:

<http://fis.westberks.gov.uk/kb5/westberkshire/fsd/service.page?id=Z7sqCQw1r7o&familychannel=4-2-1-2>

**Further Guidance**

* Special educational needs and disability code of practice: 0 to 25 years (2015)
* Children and Families Act 2014
* Equality Act 2010
* EYFS 2017
* Help for Families West Berkshire