



## **Special Educational Needs & Disability Policy**

### **Statement**

At Lavender Pre-school we welcome the inclusion of children with Special Educational Needs and Disabilities. All children will be provided with an environment in which they are supported, to enable them to reach their full potential. This includes very able children as well as those with learning difficulties or disabilities.

### **The Co-ordination of Provision for Children with Special Educational Needs**

The Special Needs Co-ordinator for Lavender Pre-school is Marie Wright. She will work closely with key persons and parents to ensure that the planning, implementation, monitoring, reviewing and evaluating the Special Needs of the children within the pre-school are maintained. Plans and records will always be shared with parents. We offer a staged approach of monitoring children with special needs and disabilities using IPs. (see attached)

### **Complaints Re SEND**

Any complaints should be addressed to Mrs. Helen Elliott, Pre-school leader, using the normal complaints policy. A meeting will be arranged to discuss the situation with all involved.

### **Training Opportunities**

The SENDco keeps up to date with training provided by London Borough of Sutton. Training courses are also available to all staff on a termly basis. They include many aspects of child development and issues concerning children with additional needs.

### **Links with Other Provisions/Services**

Regular branch meetings are attended with local schools and pre-schools to ensure continuity of care. The area SENDco provides support and information on referring children to other professionals. We also have access to local authority and voluntary services. Transition meetings can be arranged for children moving on to a new setting to ensure that all information and development files are passed on.

### **Admissions Arrangements**

We ensure that our inclusive admissions practice ensures equality of access and opportunity through the admissions policy. We will not exclude any child on the grounds of their additional needs, and every effort will be made to accommodate individual needs. Please refer to our equal opportunities policy and behaviour management policy.

### **Facilities and Provision Available for Children with SEND**

We have no steps anywhere and a disabled toilet at Lavender Pre-school - Tweeddale. We would also ensure that every possible adjustment to our physical environment is as far as possible suitable

for any children with disabilities, ensuring privacy where necessary. We would also employ extra staff if necessary via the inclusion grant.

We provide a broad and balanced curriculum for all children with SEND.

We provide a differentiated curriculum to meet individual needs and abilities.

#### **Success Criteria.**

All staff are aware of policy and regular meetings ensure that all staff are fully informed and updated. All staff and SENDCo evaluate and review all procedures and SEND policy annually.

#### **Partnership with Parents**

Lavender Pre-School has an “open door” policy which allows parents/carers the opportunity to discuss any concerns they may have. We value parent’s knowledge and understand that they know their children best, and have a wealth of information, which when shared, can ensure that all the child’s needs are fully met. We ensure that parents are kept fully informed via newsletters, the website, notice boards, verbal discussions, text messages and children’s record folders. Regular meetings take place and all targets set on an IP are fully discussed with parents. We also respect the confidentiality of any information shared.

To be reviewed annually by all members of staff.

Date to be reviewed.....3/2/18 .....

