



CATEY Pre-School, Church Lane, Cockfield, Suffolk, IP30 0LA
Telephone: 01284 827274

Special Educational Needs Policy

Aims and objectives

We recognise the importance of early identification of any difficulties a child may have. We aim to provide a learning environment where all children have their needs catered for and children with special educational needs are able to participate fully within the group. We will offer differentiated activities to ensure that all are stimulated and inspired during the session. All staff will liaise with the SENCO and the child's parents or carers on setting appropriate targets for individual children.

We believe that working in partnership with parents will enable us to provide the best environment for the child to feel valued, happy and secure. We will learn from and build upon the specific knowledge and expertise of the parents/carers regarding any special care for their child.

All children within the group are observed and monitored as they take part in activities. If a member of staff feels that a child may have a specific need the groups SENCO will discuss this with the child's parents/carers or a member of staff in the first instance.

We will ask parent/carers for their permission to seek support from other education and other health care professionals to ensure that we offer effective provision for children with needs.

Our Special Educational Needs Co-ordinator is Teresa Rutterford (pre-school leader)

Her role as our SENCO is:

- to be familiar with the Special Educational Needs – Code of Practice
- To ensure that the objectives of the SEN policy are reflected in our groups day to day practice.
- Ensuring that relevant background information about children with special needs is collected, recorded and updated.
- To ensure that all staff understand and are familiar with the SEN practice as laid out in the following policy.
- Ensuring staff all receive appropriate SEN training.
- Monitoring the SEN policy and setting dates for its evaluation and review.

Admission Arrangements for Children with SEN

Our admissions policy is that all children are welcome to our group if there are spaces available. If there are no spaces children would be placed on our waiting list in accordance with our admissions policy until a space becomes available.

If we are aware that a child has a special need before they join the group we will arrange for our SENCO to discuss the child's needs with their parents/carers. This will help the group provide the most effective early years education. We liaise with the parents to ensure that, where possible, any additional equipment, staff or alterations to the premises can be organised before the child attends the group.

Charity registration number: 1135211

CATEY Pre-school is committed to the welfare & safeguarding of its children, Staff and Volunteers at all times.



CATEY Pre-School, Church Lane, Cockfield, Suffolk, IP30 0LA

Telephone: 01284 827274

We would also ask children and parents to visit the premises and meet our staff to ensure that we can meet their needs.

Our premises have wheelchair access to the main playgroup, and the rear garden can be accessed via the ramp at the side of the building.

Specialist facilities and staffing

Our SENCO has gained a lot of experience in working with children with a range of disabilities and special needs. Staff have attended many courses on a variety of disorders and will continue to access training as it becomes available. We have wheelchair access to the pre-school and with the rooms being all on one level, which provides accessibility to all areas and a range of equipment and resources that will enable children to develop to their full potential. We do not have to pack away our equipment at the end of each session which enables us to provide resources for all children throughout the session. "The setting will have due regard for the disability discrimination act and will look into seeking funding to make reasonable adjustments as appropriate."

Resources we provide for children with SEN

Our staff will work together with our senco to involve children with SEN in the range of activities we provide. Our group session plans include differentiated resources to enable children aged between 3 and 5 years to work towards the Early years foundation stage. These activities can be adapted to suit individual children as appropriate. If we need specific pieces of equipment, discussions will take place with parents to help us meet individual needs.

Identification Assessment and Review of Children with SEN

We have regard for the Special Educational Needs Code of Practice (2001) and have adopted the Early Years Action Plus model.

Graduated Response

If a member of staff or parent is concerned about a child's progress generally, or in a specific aspect of learning we would discuss different approaches to his/her learning with our senco. We will monitor the child's progress and discuss any concerns we have with the child's parents/carers. These observations will decide on the best way to address and monitor the concern.

Early Years Action

If we are still concerned about a child's progress after implementing these measures we will set specific targets for the child in a written Individual Educational Plan (IEP). This IEP would be drawn up with the Senco and the child's parents/carers to ensure that parents/carers contribute their knowledge and understanding of their child and raise any concerns they may have about their child's needs and the provision that is being made for them. We will also arrange for the provision of additional resources and equipment to help a child work towards the targets set out in the IEP. We will arrange a review date to discuss the child's progress on the IEP with the parents. If we still feel that the child is not making adequate progress we would decide with the parents/carers the next stage of action.

Charity registration number: 1135211

CATEY Pre-school is committed to the welfare & safeguarding of its children, Staff and Volunteers at all times.



CATEY Pre-School, Church Lane, Cockfield, Suffolk, IP30 0LA
Telephone: 01284 827274

Early Years Action Plus

Our Senco will seek written permission from parents/carers to involve outside professionals to help us write a revised IEP. We will then follow the same procedures as Early Years Action.

Statutory Assessment

If the help we provide through Early Years Action Plus is not effective in enabling the child to progress satisfactorily we will discuss the possibility of the child having a Statement of Special Educational Needs with the child's parents/carers and Education professionals. The LEA considers the information we have recorded and decides whether to assess the child. We will continue to carry out IEP'S and reviews with the relevant professionals.

We plan our Early Years Curriculum (with access to the foundation stage).

To include children with SEN as follows:

Our long, medium and short term planning takes account of a range of special educational needs. We note any alternative approaches or strategies used for learning. We plan, assess, monitor and record individual progress in relation to the curriculum by use of my learning journey booklet. These are reviewed regularly and individual targets are set for all children. As a result of these reviews all staff are made aware of children's targets and are partners in recording progress through the EYFS (early years foundation stage). To ensure that our practice reflects and supports each child's needs we monitor and evaluate our curriculum as part of our planning for each half term. We welcome feedback from parents/carers and professionals and try to incorporate improvements in future plans. We also review curriculum with the children to ensure we are delivering learning in the most appropriate way.

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

The main pre-school area is built on one level. We have 2 toilets suitable for young children and 1 adult toilet. We have a range of equipment and resources that can be used to promote learning for children with SEN. We will purchase additional items as necessary to meet individual. If a child has a different communication system we will try to provide appropriate training for staff. We play activities inside and out, and are planned to include all children.

We monitor and evaluate our SEN policy as follows:

Our Senco and the group's chairperson will be responsible for monitoring and evaluating our SEN policy. We will review the policy on an annual basis and the next date for review will be _____

We will monitor and evaluate the way in which we identify children with SEN, and how we use our observation and assessment process. We will monitor the efficiency of our record keeping and how well children are working towards their individual goals. We will monitor the delivery of the curriculum to ensure access to a broad range of experiences and learning activities. We keep parents informed and involved in the provisions we make for their children, and we welcome their views on its effectiveness. Our staff have regular meetings to discuss children's progress, assessment and planning and the early identification of a child who may have an SEN.

Charity registration number: 1135211

CATEY Pre-school is committed to the welfare & safeguarding of its children, Staff and Volunteers at all times.



CATEY Pre-School, Church Lane, Cockfield, Suffolk, IP30 0LA

Telephone: 01284 827274

Complaints about our SEN policy are dealt with as follows:

In the first instance complaints should be discussed with our Senco or the group's chairperson. We will record the details of any complaint and also any action that will be taken as a result of a complaint. This will be held and kept by the committee. Complaints will be taken seriously and dealt with fairly in a way that respects confidentiality. If a satisfactory outcome is not achieved please refer to our complaints procedure for further action.

SEN Training

Our staff has access to in house training through our Senco who will attend county training courses for professional development. Staff members will also be encouraged to attend county training courses. We also have books and articles available to all members of staff to keep them up to date with developments in SEN issues.

Partnership with parents:

To provide the foremost care for individual children with SEN we believe that working in partnership with parents is vital. We will obtain written permission before we contact any professionals outside our pre-school about a specific child. We will involve parents in discussions regarding their child's educational provision and any additional equipment or staffing that may be required to meet the child's needs. We will arrange regular meetings with parents to discuss their child's progress and provide access to all monitoring forms and records. We will inform parents of the PARENT PARTNERSHIP and other associations that may be of assistance to them.

Links with other early years settings:

We have close links with Cockfield Primary School. In the term before the children start full time education they attend a session usually each Friday at the school. This helps the children settle when they attend main stream school. The early years teacher will also visit the pre-school regularly this helps the children adjust to new situations, making the transition easier. If a child with SEN leaves the pre-school to attend the school or another establishment we would ask parents permission to share any records regarding the child's development. In particular their Learning Journey, we will liaise with other settings which a child may attend to ensure common approaches to nurture a child's needs.

Links with other support services and other agencies:

Our Early Years Area SENCO support teacher Karen Forbester works closely with our Senco to ensure that we have the correct policies, equipment, training and resources in place to identify and support children who may have difficulties. Once we obtained parental permission to bring in outside professionals to help a specific child the Early years area support teacher would be our first point of contact.

This policy was adopted at a meeting of Catey Pre-school

Held on

Signed on behalf of the pre-school.....

Name of signatory.....Role.....

Charity registration number: 1135211

CATEY Pre-school is committed to the welfare & safeguarding of its children, Staff and Volunteers at all times.