

Our Lady Star of the Sea Nursery Additional Needs Policy

Mission Statement

"You are precious in my eyes" - Isaiah 43

- ◆ *Our Lady Star of the Sea Nursery is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- ◆ *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- ◆ *Our nursery aims to be a positive force within the Catholic church inspired by the life of Christ in the Gospels*

At Our Lady Star of the Sea Nursery we believe all children are entitled to a broad and balanced early years curriculum. All children should have equal wealth of opportunities and experiences to achieve their true potential, regardless of their needs and abilities.

AIMS

- To reflect the Mission Statement: "You are precious in my eyes".
- To work in partnership with parents, involving outside professionals to assist only with written permission from parents.
- To liaise with professionals to meet the needs of each individual child.
- To ensure that all children who have not been identified, are identified and provided for as early as possible.
- To keep up-to-date with each child's educational needs. A child's progress will be observed, monitored and recorded as appropriate.
- To make reasonable adjustments to include all children, regardless of disability or needs.
- To follow the graduated response of SEND, from Targeted Learning Plans, to Education, Health and Care Plan (EHCP) procedures if necessary.
- To provide equipment and resources which aim to meet a range of individual needs.
- To work in accordance to the SEND code of practice.
- To work in accordance to the Disability Discrimination Act and our Single Equalities Policy

ROLES AND RESPONSIBILITIES

The Nursery Supervisor, Mrs B Draper, is the named person with overall responsibility for special needs in nursery. The nursery Special Educational Needs Co-Ordinator (SENCO) is **Mrs. C. Starkie**.

Responsibilities and duties include:-

- To ensure the aims of the SEND policy are reflected in the practice of our setting.
- To ensure that the needs of all the children with SEND are being included in all aspects of our nursery planning, practice and assessment.

Reviewed: Autumn 2018

Next Review: Autumn 2019

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- To maintain a special educational needs register and to keep up-to-date records on each child at each appropriate stage.
- To apply for assessment and SEND support.
- To support staff and keep them well informed of developments in relation to SEND. To ensure staff development through staff training and course feedback at staff meetings.
- To ensure effective liaisons with parents.
- To write targeted learning plans when appropriate and to set realistic targets. To set dates for evaluations and reviews, whilst working in partnership with parents. Distributing all written reports to parents.
- To liaise with other professionals, to gain advice and support in relation to SEND issues.
- To keep up-to-date with developments on provision and care for all children with SEND.

ADMISSIONS ARRANGEMENTS

At Our Lady's we welcome all children and aim to respond appropriately to each child's individual needs. We ask parents to give us as much notice and information as possible, prior to starting, to enable us to explore with parents and any outside professionals how we can provide most effectively for the child.

FACILITIES

Our environment is rich in equipment and resources which aim to meet a range of all individual needs. We will liaise with parents and professionals for any additional specific equipment. We make reasonable adjustments to include all children.

IDENTIFICATION, ASSESSMENT AND REVIEWING ARRANGEMENTS

To identify a child's special needs we will use the graduated response, including raising concerns, staff talking informally (making full use of all environments and nursery education), formal and non-formal observations, monitoring, recording, planning, talking to parents and reviewing.

Wave 2

When a practitioner or the SENCO identifies a child with special educational needs, they should devise interventions that are additional to, or different from those provided as part of the nursery's curriculum offer and strategies. The SENCO and colleagues will collect all known information on the child and seek additional information from the parents. The SENCO in consultation with parents' should decide on the action needed to help the child to progress.

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Wave 3

The SENCO, in consultation with parents, make a request for help from external support services for advice and support. The SENCO will only involve outside professionals to assist with written permission from parents.

SEND Support Plan / EHCP: if the help given through Wave 3 is considered insufficient to enable the child to make satisfactory progress.

In such cases it is then necessary for the nursery, in consultation with parents and any external support services already involved, to consider whether a statutory multi-disciplinary assessment might be more appropriate. Early Years Panel will refer to the LEA's Education Psychologist/Assessment Team.

ADDITIONAL EDUCATIONAL NEEDS FUNDING (AEN)

Nursery will use allocated AEN funding to support any child with additional needs. Nursery will make reference to this on the access action plan. We work in partnership with the SEND Inclusion Teacher.

PLANNING TO INCLUDE CHILDREN WITH SEND

By using the Early Years Foundation Stage framework, as a whole staff group, we are able to offer a broad, balanced and differentiated curriculum. Through observing, monitoring and evaluating we can assess if plans are effectively enabling children to access the Early Years Foundation Stage. This allows us to make changes where appropriate.

INCLUDING CHILDREN WITH SEN IN OUR SETTING AS A WHOLE

- We provide a well-balanced and structured environment that is stimulating and welcoming to all children.
- We provide a large range of activities, resources and equipment.
- Staff uses a range of communication skills including gestures, facial expressions, signs and speech. We allow time for response and support interaction with others.
- We work in accordance with the SEND code of practice and the Disability Discrimination Act and the Early Years Foundation Stage.

SEND TRAINING

At Our Lady's nursery we all feel that training is of the utmost importance and crucial to effective learning. The SENCO/staff will attend training courses as appropriate. The SENCO cascades relevant information at the weekly staff meetings. This enables staff members to discuss practice, policy and procedures.

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PARTNERSHIP WITH PARENTS

We keep parents fully informed in their child's progress ensuring written parental agreement before first contact with any outside professionals. The SENCO will set targets and review regularly with parents. Parents will be approached in a sensitive manner. Confidentiality is of the utmost importance. We acknowledge confidentiality and will deal with any situation in a sensitive and professional manner.

LINKS WITH OTHER EARLY YEARS SETTINGS

During transition to school, or if the child attends more than one setting, we will always gain written permission before passing on any details. We would then work together to meet the child's needs.

COMPLAINTS

If you have a complaint the designated person in nursery is the Nursery Supervisor; **Mrs. Barbara Draper**

SEND POLICY

The Nursery Supervisor and SENCO will monitor, evaluate and review the policy annually, assessing how effectively the curriculum is being delivered and whether the children have made progress, and reached individual targets.

SUPPORT AGENCIES

We maintain strong links with the Our Lady Star of the Sea Catholic Primary School SENCO, Miss Louise Brisco and the Early Years SEND Service Inclusion teacher and Health Visitors.

Signature of Chair of Committee members: _____ Date: _____

Signature of Nursery Supervisor: _____ Date: _____