



*Manor Twiglets Nursery Ltd*

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## Special Educational Needs and/or Disability Policy

### **Statement of intent:**

To provide an environment in which every child can reach their full potential.

### **Aims:**

- Have regard for the Special Educational Needs and Disability and Code of Practice 0-25yrs (2001 and updated version 2014) and the Children and Families Act 2014.
- We ensure our provision is inclusive to all children with Special Education Needs and/or Disability needs.
- We support parents and children with Special Educational and/or Disability needs and provide a caring and inclusive environment which is sensitive to the requirements of the individual child.
- SEN and Disability information (Local Offer) is published as part of the SEND reforms under the Children and Families Bill and can be found on Manor Twiglets Website.
- We will identify the specific needs of a child with SEN and /or Disabilities (SEND) and meet those needs through a range of strategies.
- We work in partnership with parents and closely with other agencies (such as ISEND and S&L) in meeting individual children's needs.
- We monitor and review our policy, practice and provision and if necessarily make adjustments.

### **EYFS Key Themes and Commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>
Understanding and observe each child's development and learning, assess progress and plan for steps.	Sensitive and responsive to the child's needs, feelings and interests.  Built on key person relationships in early years	Value all people. Value learning.

Identify any need for additional support.	settings.	
Keep children safe.		
Value and respect all children and families equally.		

### **Method:**

- We designate a staff member to be a Special Educational Needs Co-ordinator (SENCO). This is Tracy Beeney, her name is given to parent's so any concerns or worries can be dealt with and we liaise with other agencies. ISEND Early Years Support Service. 01273 335270, Referrals will be made through the Front Door referral system with the parents/carers consent.
- Once a referral has been accepted by the ISEND team they will contact the parents/carers and the setting to arrange visits.
- Manor Twiglets will provide a statement or SBSP (Setting Based Support Plan) showing how we provide for individual children with SEN and/or disabilities (SEND).
- We ensure that the provision of children with SEN and/or disabilities (SEND) is the responsibility of **all** members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our website is accessible and updated for parents/carers to view our SEN and Disability Information (Local Offer).
- All staff ensure that all activities and equipment are suitable for all children.
- We will provide parents with information of independent advice and support and create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We liaise with other professionals involved with children who have special education needs and their families, including connection with transfer arrangements to other settings and schools.
- Staff use systems of planning, implementation, monitoring, evaluating and reviewing Setting Based Support Plans (SBSP).

- Manor Twiglets ensure that our physical environment Indoor and Out is suitable for children with disabilities.
- At Manor Twiglets we use a system for record keeping (confidentially) on records of assessments, planning and reviewing for children with SEN and/or Disabilities (SEND).
- We raise awareness of any specialism that Manor Twiglets Nursery has to offer, e.g. Makaton Trained staff.
- We provide a differentiated curriculum to meet individual needs for all children with SEN and/or disabilities (SEND).
- We have systems in place for supporting children during the Early Years Action process (stage 2 on Continuum of Needs).
- Manor Twiglets have systems in place for working with other agencies through each stage of the Common Assessment Framework (CAF), Early Years Action Plus (stage 3 Continuum of Need), Statutory Assessment and the Statementing process (stage 4 of Continuum of Need).
- We provide resources (human and financial) to implement our Supporting Children with Special Education Needs policy.
- We provide in-service training for parents, practitioners and volunteers and invite other trainers into the nursery to provide training to all staff.
- We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. Setting Based Support Plans (SBSP), reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Children's care and learning is discussed in the strictest of confidence in staff meetings to ensure that all practitioners are providing the same care and attention relevant to the individual child.
- The complaints procedure is given to all parents that have children that attend the nursery. This is also accessible in the office for all to read if required.

This policy was implemented on the 2<sup>nd</sup> October 2018.

Date of review: October 2019.

Signed on Behalf of the Directors:

Name of Signatory: Mrs T J Beeney

Role of Signatory: Childcare Practitioner (SENCO).