

SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITY

The method of assessing any special educational needs and/or disability of a child commences the day they first attend Little Holcombe and Tower View Nursery. Every child is allocated to a specific member of staff who becomes their key person and who is then responsible for monitoring and recording the progress of that child. The key person will carry out any initial assessment required of the child. The key person will carry out any initial assessments of the child. If a child come to nursery with diagnosed 'Special Educational Needs and/or Disability', we will gather all of the relevant information from their parents and any professionals involved in their care to enable us to meet their needs.

Should any child be assessed as having special needs and/or disabilities then our SENCO will ensure appropriate support for that child in liaison with the child's parent / carer, nurses, doctors, educational authorities and other specialist as appropriate. It is also the responsibility of the SENCO to ensure that adequate records are maintained of the child's progress. Learning Journeys will be personalised to reflect the child's stage of development (if required). We will ensure that when the child leaves the nursery that the records are passed to the school or appropriate authority. A record will be kept on the personnel files of attendance of staff at special needs training courses and seminars and the SENCO will also keep a diary record of all meetings they attend in respect to special needs and/or disabilities.

When reviewing matters relating to SEND consideration should in particular be given to:-

- The Admissions Policy and Procedure
- The Booking In Procedure
- The Parental Involvement Policy
- The Training Policy
- Equal Opportunities and Behaviour Policy
- Annual Audit

Compliments and complaints in respect to all special need's matters should first be discussed with the SENCO. If the matter is not satisfactorily resolved, then it may be progressed through the nursery complaints procedure.

Little Holcombe SENCO ~ Jamie Gallagher Tower View SENCO ~ Zoe Walsh-Lancaster

Reviewed annually