

Magna Groups Enterprises

SEN & Inclusion Policy & Booking Procedures



SEN and Inclusion Policy and Bookings Procedure

- Magna Groups Enterprises welcomes all children to our inclusive settings, taking into account their individual needs. In order to achieve this we work closely with the children, their parents/guardians and other agencies where necessary.
- We aim to work effectively with the child/young person and their parent/guardians to meet their individual needs and support them within Magna Groups Enterprises settings.
- If a child has additional needs then we work with the child, parents/guardians, out of school Development Officer (SEN/Inclusion) to create a plan to support the child within our settings. These will include specific targets and strategies to help the child progress and enjoy their time with us. We aim to work in partnership with parents/guardians at all times.
- We aim to fully meet our responsibilities in respect of the Equality Act 2010 by not treating any child/young person less favourably than another. We aim to make reasonable adjustments to our building, resources and provision flexibly to meet the needs of individual children and their parents/guardians as and when appropriate.
- We are committed to our staff attending a range of training courses that will support their professional development and enhance the care we are able to offer. If there are specific training needs that are required in order to support any child/young person we will endeavour to access this training in a timely fashion.
- If parents/guardians have a comments or complain about our service, initially they should speak to the member of staff involved, who will look into the problem and arrange with the parent to meet and discuss the issue along with the provision manager (see complaints policy).
- Our SEN policy will be reviewed annually to ensure any government changes are in place, and that the policy still reflects the ethos of our provision.

What to do when a parent/guardian phones to book a child

1. Ascertain whether the child/young person has an additional need and what type of support is needed.
2. Does the child have specific care (i.e. 1-to-1, small group, key worker) at school?
3. If no, book child, take notes from parents and request parent to arrive early at site for kids camp to speak with the site manager about setting early strategies.
4. If yes, take notes of specific needs and requirements. And request copy of child's EHCP from parent/carer and contact details of SEN support in child's school and details of any additional support provided
5. Magna to phone the local authority to enquire about any funding for additional care. If funding is available they will either send Magna or parent forms to complete to receive the funding.
6. If no additional funding is available MAGNA will discuss how to fully support the child/young person from within their own resources subject to suitable qualified staff being available.

This policy was adopted by: Magna Groups Enterprises	Date: August 2025
To be reviewed: July 2027	Signed: Pascal Suntah