

Policy 10:

Special Education Needs, Disability and Inclusion Policy

Updated: April 2021

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Section 1:

What are the specifics for this Policy?

What other Policies apply to this Policy?

These are the most relevant Policies?

- Staff Policy – Policy 1
- Care, Learning and Play Policy – Policy 3
- Physical Environment Policy – Policy 4
- Toys, Resources and Equipment Policy – Policy 5
- Safety Policy – Policy 6
- Health Policy – Policy 7
- Covid-19 Policy – Policy 7a There are many adaptations concerning Covid-19. As the situation is constantly changing the Covid-19 Policy may have frequent updates. One example of changes is that Local Authority advisors are currently not visiting Nurseries except in exceptional circumstances.
<https://www.children-first.info/media/4293/covid-19-policy.pdf>
- Menus Mealtimes and Nutrition Policy – Policy 8

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- Equality Diverion and Inclusion Policy – Policy 9
- Parent and Carer Partnership Policy – Policy 12
- Safeguarding Children Policy – Policy 13
- Data Protection and Privacy Policy – Policy 14

What does SEND and SEN stand for and who is the SENDco?

As defined by the Special Educational Needs and Disability Code of Practice (published January 2015), SEND is “Special Educational Needs and Disabilities”. We will use the acronym SEND within this policy in line with government agencies, legislation, and publications. SEN refers to special educational needs, so a child with SEN has needs beyond some other children’s needs. Every Nursery has a SENDco who is a team member who has additional training in SEND and leads or Coordinates SEND in the Nursery. Children-First has appointed a senior manager as lead SENDco across the Nurseries.

What is the Special Education Needs and Disability Code of Practice or COP?

The Code of Practice provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014. It was last revised in January 2015, and details extensively the process of supporting children and families from 0-25years of age. It will be referred to in this policy as the CoP. The CoP states: *“Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition provides a relatively low threshold and includes more children than many realise: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision, they will also be covered by the SEN definition.”*

What is the staff responsibility for this policy?

The Nursery Coordinator and Managers have responsibility for implementing this Policy. The Company Director oversees any concerns and offers support to Parents and Managers when it will benefit the child.

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Who does this policy apply to?

This Policy applies to all members of the Nursery Community; staff, students, parent/carer(s), Early Years professionals, and any other visitors.

What about staff training?

Staff will receive training each year through a Staff Meeting. If a child with a specific SEND attends the Nursery then training may be provided as required. This may be in-house or external depending on the courses available and existing staff knowledge. The Nursery Manager and SENDco are responsible for this. Specific training around SEN needs, support plans or an EHCP outcomes can be organised through the Local Authority. This supports the child's targets and implementation of activities and provisions around individual needs. Nursery lead SENDco to ensure team have up to date training and training is to be shared throughout the nursery to ensure all ensure all round support for the child or team member. On-line training is also accessed.

What is role of students and temporary staff?

Student and temporary staff will work with all the children equally but not have any special responsibility for children with SEND. Information regarding a child's SEND will be shared on a need-to-know basis and not with students or temporary staff.

Who is responsible for monitoring this policy?

The Nursery Director, Coordinator and Managers have responsibility for implementing this policy at all sites in the company at all times. The Nursery SENDco is responsible for coordination, and the company lead SENDco supports the Nursery Manager.

What is the procedure for policy review?

This Policy will be reviewed periodically. Reviews may be required as a result of research, training, statutory changes in child-care, the children's needs, parental consultation, changes in Department for Education advice, the EYFS, or suggestions from courses attended by staff. The Company Director, Nursery SENDco, and the Nursery Managers are responsible for Policy review.

What do we do if the law changes in any area?

The Company refers to new guidance for the early years published by Ofsted and other relevant groups. The nursery will follow all legal requirements at all times. It is the Nursery Manager's responsibility to ensure the correct action is discussed with the Company

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Director and then implemented according. Department for Education guidance changes from time to time and this Policy will updated appropriately.

Section 2:

What are the aims and Policy Statement for SEND and inclusion?

What are the aims of the policy?

This policy ensures the nursery upholds this statement from the Early Years Foundation Stage (EYFS): *“Practitioners must consider whether a child may have a special educational need or disability which requires specialist support. They should link with, and help families to access, relevant services from other agencies as appropriate.”* The purpose of this Policy is to detail the process and support when identifying additional needs with children with SEND. This leads to how we support the child and family, detailing the vital part the family has to play in this process, details how the nursery will ensure multi-agency working, and provide guidance and training to practitioners. Quality inclusion is the key to best practice. We positively encourage partnership with parents and carers when supporting and valuing children with SEND. In doing this, quality communication, privacy, equality of opportunity and the development of an ongoing relationship with the

with the child, parents and any outside parties involved with the child are paramount. We always consult the carers or parent’s decision on appropriate levels of intervention and support for their child with support and communication of next steps and outcomes. The nursery will ensure liaison with parents/carers through support plan process and additional provisions. To Summarise The SEND Code of Practice 2014 is clarifies the following provisions:

- taking into account the views of children, young people and their families
- enabling children, young people and their parents to participate in decision-making
- collaborating with partners in education, health and social care to provide support
- identifying the needs of children and young people
- making high quality provision to meet the needs of children and young people
- focusing on inclusive practices and removing barriers to learning
- helping children and young people to prepare for adulthood

What is the policy statement?

We endorse this statement from the EYFS: *“Practitioners must consider the individual needs, interests, and stage of development of each child in their care, and must use this information to plan a challenging and enjoyable experience for each child in all of the areas of learning and development.”* This Policy is to be used in conjunction with the

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Special Educational Needs and Disabilities Code of Practice issued in January 2015. The Code of Practice details full requirements and actions for all educational establishments. Therefore this Children-First Policy will detail the correct times to refer to the Code of Practice for exact guidance and support rather than include this information within the Policy.

Section 3:

What is a Nursery SENDco and what is their remit and responsibilities to children and families and their roles in the Nursery?

What is a SENDco?

Each Nursery has a named SENDco. This stands for Special Educational Needs and Disabilities Co-ordinator. This role was formally called SENCO, but was revised with the issue of the updated CoP in January 2015. Each Local Authority also provides an Area SENDco to support Nurseries. They work in conjunction with the in-house Nursery SENDco for the benefit of the child and family. The Nurseries have a lead SENDco to support all settings in supporting all children and in identifying and supporting individual Nursery settings as lead SENDco.

What training should a SENDco have?

The SENDco must have specific training in supporting children with SEND. As each child with SEND will have varying requirements. The Nursery will review the support needed for each child and then identify if any additional training is required for the SENDco or staff team. The Nursery will always refer to the Local Authority for support with locating and attending relevant training courses. In the occasions where training is not yet available in a specific area, the setting will refer to the Area SENDco and potentially deliver inhouse training. In many cases we recognise that the family of the child will have additional knowledge or training that will be beneficial to the Nursery and carers or parents can share this with Nursery. Partnership is especially important for children with send, discussions, meetings and agreed outcomes will enable children to thrive at Nursery. The Nursery SENDco and Nursery Manger will discuss following review meetings and further outcomes any additional training required. The lead SENDco may liaise with the individual specialists supporting the child to gather in house support training for the relevant team members. If the SENDco leaves Nursery and new person is appointed, it may be that the new SENDco will be booked into future training and therefore not yet fully trained. During this time, the SENDco must refer to the experience and knowledge of their Nursery Manager, the Nurseries Lead SENDco at a sibling nursery, and the Local Authority Area SENDco. Training can also be also been sourced from a specialist outside agency.

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What does the role and remit of the SENDco include?

The role of the SENDCO includes:

The role of the SENDco is diverse and is partly explained in Section 5. It includes:

- Ensuring a SEND policy is written and reviewed annually. The Policy should be completed in consultation with the Nursery Manager, Nursery Director and shared with all staff.
- Updates required are taken through to further training. This will be discussed and reviewed in line with the SEND Policy.
- Ensuring all staff implement the SEND Policy within their general practice.
- To gather understanding through, meetings including parents or carers meetings, written specialists, and information about the child's needs or concerns. This understanding will be collated about the child to advise and implement initial support with this understanding and guidance.
- To review observations, tracking and summative reports for all children alongside keyworker to ensure and next steps are appropriate around the child's needs.
- To ensure reviews with team members implementation of day to day support for the child ensuring that actions and learning support are being followed up through discussion and observation.
- Attending regular training events or courses to keep up to date with current procedures and legislative changes.
- Feeding back to the Nursery Manager any changes to provision or policy as required.
- To ensure the manger is informed of any changes around a child's needs and to keep records up to date of all meetings, reviews, discussions and implemented changes.
- Promoting working in partnership with parent or carers through thorough communication, by one or more of the following methods; phone, in person, by email or in more formal or informal meetings.
- Ensuring parent or carers are consulted with and fed back to about all areas of their child's care.
- Communicating and liaising with outside agencies i.e. Educational psychologist, Speech and Language Therapists, Area SENCO's.
- To ensure that all dates for reviews, and visits are noted and planned for ahead to ensure all documents are available to the meeting.
- Collating information to submit to the Early Years SEND Funding Panel for individual support funding.
- Co-ordinating and monitoring support workers that are funded through Early Years SEND Funding Panel. Ensuring that appropriate planning is in place and that the child's needs are being met.

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- To ensure that the nursery environment is supportive of a child's needs and through development, provide further support. These must be discussed with the Parents the Nursery Manager and developed through an action plan.
- To ensure One Plan files are kept up to date and all information for all meetings and reviews are updated and stored in the office in locked filing cabinet. This is in line with our Data Protection and Privacy Policy.
- Ensuring a smooth transition into the next educational provision. This may include sharing information and planning transition visits or meetings with parental or carer consent. Nursery SENDco is to liaise with the area SENDco to discuss support for transitions and to organise all documents required ahead of the transition to school.
- The Manager will support visiting teachers from another school to arrange a visit when requested from the school the child is transitioning to.
- Maintaining a SEND register and overseeing the records on all children with SEND. This should include dates and times on a log sheet of all interactions with summary of discussion this must include any professionals, parents/carers, and manager, team or key worker discussions.
- Supporting Key Workers in identifying, assessing, record keeping and seeking guidance from outside agencies.
- To ensure that advice is sought in relation to any additional funding that a child may be entitled too such as Disability Access Funding or DAS.
- To ensure that that funding allocation for resources is to support the child and their needs and outcomes. Lead SENDco to ensure all purchases are logged in the child's one file. This ensures the DAS is used appropriately.

What responsibilities does the SENDco have for record keeping?

It is the responsibility of the SENDco to keep accurate and up-to-date records of all discussions, meetings, progress reports, or any other documentation relating to a child with SEND. The SENDco is responsible for sharing this information with the parents and carers and arranging regular meetings with the parents/carers. The SENDco is also responsible for organising and ensuring all review meetings are booked at the specified time of the child's support review. The SENDco must inform the Nursery Manager if there are any changes or developments to the child's needs, or if alterations or developments to practice are needed to continually develop the learning programme.

The SENDco must meet regularly with the child's Key Worker to identify if they require additional support, training, information, or guidance. The child's Key Worker is responsible for updating their learning journals, progress reports, or similar developmental monitoring documents. The Key Worker is responsible for sharing this with the SENDco,

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along with sharing any new or additional concerns which they may have as a result. The Nursery SENDco is responsible in supporting key workers where required for the child's learning journal tracking and summative reports.

Parents are responsible for providing report notes or feedback of any external appointments or visits they make. The Nursery requests that these be provided, even if the report shows there are no concerns in this area. This will enable the SENDco and Key Worker to be fully informed of the child's overall needs when planning activities for them. Parents are responsible for informing the Nursery of changes or developments to support the child. This must include any new developments or changes at home that can further support the Nursery team, key worker and Nursery SENDco to implement further learning activities.

There must be a dedicated SENDco folder to be kept in the Nursery Office which has a log of all of the above. Each child with a SEND must have their own section in the folder, with the Document Log. There is a form which must be completed each time a document is added

to the file. It is the responsibility of the SENDco to keep this file up to date at all times.

Section 4:

What is the role of the Nursery in supporting children with SEND and their families?

What will we do if a child has an SEND at the time of joining the Nursery?

The Nursery Manager will discuss the child with the parents in a sensitive way seeking as much information as possible about the child. Parent or carers will be assured that all information is confidential. Parent or carers must give permission for the Nursery to share information with professionals, using the Multi-Agency Permission Form. The Nursery Manager or Nursery SENDco will organise an initial introduction meeting for the family. This will review current support, provision and learning outcomes. Notes are to be taken during the meeting to enable review and to support the implementation of support around individual a child's needs at the setting. Parents or carers will have the opportunity to share current Healthcare Plans, Education Plan or support plans. The Nursery SENDco will review and discuss the provision and next steps for the child. If required the nursery SENDco will devise in partnership with the Carers or Parents and other professionals involved in the EHCP or support plan. Where a child is new to starting the setting and has a plan in place parents and carers will share key contacts with the nursery regarding the child's support. The Nursery SENDco or Manager will reach out to professionals with

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consent from parent or carers to ensure an ongoing dialogue is created. An experienced Key Worker will be assigned to the child.

Section 5:

What is the procedure for identifying a child with SEND and what is the Code of Practice for children?

What do we do if we identify a child who we feel may have SEND?

Staff should follow the procedure below if they have a concern about a child in their care. The Key Worker should be the staff member making the referral, unless in extreme or unforeseen circumstances such as long-term sickness.

- The member of staff must share a concern with the child's Key Worker.
- The Key Worker must refer to their Room Leader and Nursery Manager.
- The Nursery Manager or SENDco must hold a meeting with the parents or carers for an informal discussion about what the Nursery would like to do.
- The Nursery Manager must allocate the SENDco some time to observe the child interacting within their normal routine, review their learning journal, and speak to the Key Worker.
- If the SENDco feels a child MAY require additional support or observation, the Nursery Manager must be informed. The Nursery Manager and SENDco must decide who is best to speak to the child's family based on a case-by-case basis.
- This should always be either the Nursery Manager, SENDco, or child's Key worker. Discussions should only be made directly with the child's parent/carer(s). Discussions must be held in a confidential space away from others. If parents and/or carers do not drop off or collect the child regularly, then the Nursery Manager must make arrangements for a meeting to be held at a convenient time for the family. These can be on Zoom, if circumstances dictate. Person to person meetings, are always preferable.
- If parent shares a concern written consent must be gained from the parent/carers for the Area SENDco to visit and observe the child. Consent forms vary for Local Authorities and so each nursery must use their respective paperwork.
- If the parent or carers refuse to provide consent, then the Nursery must contact the Area SENDco for further advice, without providing personal details of the child or family.
- Once the Area SENDco has observed the child, a meeting must be held with parent or carers to provide feedback on this observation.
- If the Area SENDco feels their intervention is not yet required, a Support Plan can be completed if the Nursery and parents must agree this is necessary.

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- The Support Plan will be reviewed and followed up. If there are still concerns about a child, the Nursery SENDco to follow up again with the area SENDco, to ensure that further support can be accessed if possible, the parents should be involved again at this stage.
- If the SENDco feels their intervention is required, the setting must use the documentation provided by the Local Authority in the Nursery and Parents or Carers in agreement.

How does the SEND CoP fit into identifying a child with Special Needs and/or Disabilities?

Section 5 of the SEND Code of Practice or COP is dedicated to Early Years. Further support, guidance, and actions to take can be found within this document. The Nursery SENDco should be aware of this section of the CoP and know when to refer to this for further information and for taking action.

How often do we need to review a child's Education Plan?

Review dates will be set collaboratively with the Nursery Manager, Key Worker, SENDco, Area SENDco and Parents or Carers. The Nursery recommends a plan should be reviewed every six weeks. This should be decided on a case-by-case basis bearing in mind Parents and Carers. A review should always involve the child's Key Worker, SENDco and parents or carers and linked professionals. Depending on each local authority the Nursery SENDco must ensure that the correct documentation is completed ahead of the review including parent/carer review sheets. No decisions or alterations about a child's care can be made without first consultation with a child's carers or parents. Local Authority review dates for specific paperwork or plans should be adhered to as advised by each area SENDco. It is the responsibility of the SENDco to note when reviews are due and contact the Parents or Carers to arrange the review meeting.

What about a child who is particularly able and may be gifted and talented?

The process detailed above should still be followed. An Education Plan should be completed and reviewed as detailed. If appropriate the SENDco will then suggest with the carers or parent's consent contacting a group such as NACE. <https://www.nace.co.uk/> The Carer or Parent may choose to pursue other courses of action.

How do we deal with Parents or Carers concerns?

It is important for Parents or Carers to feel free to discuss any issues or concerns they have about their child. The SENDco, Nursery Manager, and Key Worker must be available for

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discussion in a quiet area where confidentiality can be maintained; normally the best place for this type of discussion is the office or a room that is not being used.

How are parents and carers supported going forward?

Parents have access to regular meeting with the child's Key Person, Manager, SENDco and Area SENDco. There are regular team Around The Child meetings. Carers and parents have the option to spend time with the child at the Nursery and make use of the open-door policy. Further information can be provided on the Local Offer of the Local Authority.

Section 6:

What is the role of the Local Authority for children with SEND and their families and funding?

The Nursery SENDco or Manager will contact the Local Authority to seek support for any child whose carers or parents have given consent. The Area SENDco will come in to observe the child, give pointers to Key Workers and the Nursery SENDco. The Area SENDco support with One Plans and Education, Health and Care Plans and also support from other professionals. In some cases the Area SENDco will support with applications for additional funding and support with the parents or carers consent and support.

How can the Local Authority support parents?

The Local Authority supports parents by organising team members Around the Child meetings arranging support for the family. It is then that plans for the family can be made. The local authority produce the local offer to support all children with SEND needs to reach a wide variety of services and professionals.

How is additional funding sourced for a child to meet their SEND?

Not all children may qualify for additional funding. However, the Nursery will always submit an application if the Parents or Carers want the application to be made and there is support from the Area SENDco. The Area SENDco will support the Nursery Manager to apply for funding for a child and give advice for a successful application before it goes to deciding the panel. It is then the decision of the panel on whether funding will be offered to support a child. Some Local Authorities require a costed provision map is to be completed Nursery SENDco. This supports the child's EHCP or the Educational Health Care Plan outcome. It provides a clear timetable of the or support learning and activities around an individual child's needs with the advice of Specialists.

Section 7:

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How does it work for a child if they are allocated additional funding from the Local Authority or an Education and Health Care Plan or EHCP is instigated? And how does an EHCP or other funding support the family?

How is additional funding sourced for a child to meet their SEND?

If Parents or Carers agree the Area SENDco will support the Nursery Manager to apply for funding for a child. The area SENDco should give advice for a successful application before it goes for a decision from the Local Authority. It is then the decision of the panel on whether funding will be offered to support a child and the level of that funding. Depending on the Local Authority a costed provision map may be completed by the Nursery SENDco. This will support the Educational Health Care Plan, or EHCP, outcomes or support plans around an individual child's support timetable if one is required.

The Nursery will apply this funding for staff to support the EHCP the Code of Practice or CoP, guidelines, or any other Terms and Conditions which are stipulated with the funding. If allocated funding is provided for 1-2-1 support sessions, then a communication book should be set up by the SENDco to ensure that parents are for the funded hours of 1:1 support fully aware of the support provided to a child. If the Nursery requires an additional team member for the funding provided, then recruitment may be required for the hours of additional 1-2-1 support allocated by the Local Authority. The Nursery Manager will ensure that candidates are trained and suitable for the role in line with safer recruitment and staffing policy. If the child becomes unwilling to complete 1-2-1 sessions then a collaborative meeting must be held with the SENDco, Key Worker and Parent or Carers to agree an alternative way to support the child. If the SENDco feel that a child is no longer in need of their allocated funding this must be discussed fully with the parent/carers and Area SENDco before any changes are made. This must be agreed in writing by all parties before changes are made. It is not the responsibility of any person except the SENDco and parent/carers collaboratively to agree to stop funding. If the SENDco and parent/carers do not agree on the plan the local Area SENDco must also be involved to assess if the child still requires the funding. Once the Area SENDco has assessed the child's needs, feedback must again be given to the parent/carers before any decision is made. In most cases funding is applied on a termly basis and reviewed regularly by a Local Authority panel. It is the responsibility of the SENDco and Nursery Manager to ensure all paperwork is submitted in full and on time. Any errors may result in funding being withdrawn by the Local Authority. In most cases, a parent or carer declaration form is required to also be submitted. If this is delayed due to a parent, carer delay or error by the Local Authority, the Nursery will take and has no responsibility for this. The Nursery works closely alongside the parents or carers to ensure that processes move as quickly as possible for every child.

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Is the Nursery able to provide additional 1:1 hours for a child beyond what the Local Authority provides in terms of funding allocation?

Generally, for a child requiring more than 5 hours funded time per week a qualified new team member will be recruited to provide the support. There may be occasional times, for example, if a number of children are absent, when another team member will be supernumerary and able to provide a limited amount of additional time 1:1 time for the child whilst also supporting other children who may need some extra support on a 1:1 basis. This will be at the discretion of the Nursery Manager or SENDco. The Parent and Carer Contract does not include a waiver that other families fees can be directed to a singular child's support beyond their LA funded hours.

Why are some of a child's 1:1 support hours provided in a small group of 2, 3 4 or 5 children?

The child's EHCP or professionals may define that group learning activities are suggested to promote learning outcomes. When this is planned or spontaneous other children who could benefit or enjoy the activities are encouraged to join in. This supports collaborative work and socialisation for the focus child. The focus child who be central to the learning outcome.

What are direct support hours in a child's Care Plan?

Direct support is 1:1 for the child or a group activity as described above.

What are non-direct support hours in a Child's Care Plan?

Non direct hours are the hours spend indirectly supporting the child; Examples of these are:

- Organisation of meetings,
- Meetings between Parents or Carers and Key Workers or Manager, the Area SENDco, LA officers, or any other professionals who are working with the child.
- Preparation of documents required or requested,
- Keeping the child's file updated,
- Liaison on the phone or Zoom with Local Authority support workers or the Area SENDco,
- Review of new documents and advice and including this with in the child's EHCP and consultation with Parents or Carers.

How does the Local Authority send payments specifically for the support of the child's 1:1 EHCP?

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In Hackney the Nursery Manager is responsible for creating invoices in relation for the monthly funding from the Local Authority. A Purchase order number may be allocated to the child's funding and is to be included in every invoice. The Nursery Manager is responsible for logging and filing all funding remittance in files. In Buckhurst Hill once funding is agreed it is automatically paid periodically and an email notification is sent from the Local Authority to the Nursery. The Nursery Manager is responsible for notifying head office of the Notification.

What happens if the child qualifies for Disability Access Fund or DAF?

If the child qualifies for DAF, parents or carers and other professionals will be consulted on which resources will be sourced from the DAF. The Nursery will generally be able to make reasonable adjustments and resources will be fluid between home and Nursery. This familiarity of resources may be very supportive to the child.

Is there any other financial support for a child with SEND for families?

Some children may be eligible for financial support which they can claim directly for their child. Further information can be found on the links below:

- <https://www.gov.uk/disability-living-allowance-children>
- <https://www.gov.uk/child-tax-credit>

What is the Nursery admissions policy for children with SEND?

The standard Nursery registration process should be followed for a child with SEND. We always strive to provide the highest quality care and education for all children in attendance. Nursery is able to meet the needs of most children with ease. There may be occasions where the Nursery will seek additional support from the Local Authority, or similar external agencies, in order to offer the same high, quality support for an individual child. Children-First is committed to meeting the needs of all children. The Nursery will strive to meet the needs of SEND children within the funding level provision offered by a Local Authority.

On exceptionally rare, occasions a SENDco or Manager may feel that the Nursery is ill-equipped to provide suitable care and, or education for an individual child with particular needs, this concern must be discussed with the parents, Nursery Manager and Area SENDco. If they are in agreement with this then a meeting must be held with the child's family to discuss this further to access additional support. The result of this meeting may be an application for additional support or funding to the Local Authority and additional staff training. There may be a review of the current practices or Nursery structure where possible, or there may be further guidance on settings which the Area

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SENDco feels are able to provide the support and care needed for the child. These decisions must be made collaboratively and include other professionals agreed or suggested by the parents.

If it is felt that a child no longer needs the support they are currently being offered, this decision must also be made collaboratively. This decision should never be made by a sole person without first consulting with the in-house SENDco, Key worker, Nursery Manager, Area SENDco and Parents or Carers.

Are the premises, equipment and resources suitable for children with SEND?

There are a number of entry and exit points to each Nursery accommodating a wide variety of needs. The equipment, resources and furniture are able to cater for most children. Modification and obtaining additional equipment would be considered and purchased either through disability funding or via Nursery resources when they can be enjoyed by all children. These resources must support the child's needs being met. If the Parent raises a concern or a resource request to a key worker/staff member this will be passed onto the Manager. Any concerns or questions raised by a Parent or Carer about the premises to a team member should be referred to Nursery SENDco. It may be that the SENDco or Manager would contact parents to discuss or suggest a meeting parents if it was felt this was a good way forward. The Nursery would aim to make whatever adjustments are possible.

What happens if the SENDco feels further dedicated support IS no longer needed?

If the SENDco feel that a child is no longer in need of their allocated funding this must be discussed fully with the parent/carers and Area SENDco before any potential changes are made. This must be agreed in writing by all parties before changes are made. It is not the responsibility of any person except the SENDco and parents or carers collaboratively to agree to stop funding. If the SENDco and parent or carers do not agree, the local Area SENDco must also be involved to assess if the child still requires the funding. Once the Area SENDco has assessed the child's needs, feedback via a meeting must again be given to the parent or carers before any decision is made. This decision must be made collaboratively.

What happens when the SENDco feels further dedicated support IS needed?

Policy 10:

Special Education Needs, Disability and Inclusion Policy

Updated: April 2021

The SENDco will create and the gain written permission from the child's parent/carers for additional support to be offered. worker that they feel the existing education, behaviour and care plans will The Area SENco will be requested to visit the nursery to be supportive for the child. No further observe the child and assess the support needed. actions are needed. If the Area SENDco feels support is required, a meeting should be held. If the child has met all targets set, any cause be called with parent/carers and Local Authority paperwork for concern has been successfully should be completed as detailed by the Area SENco. This will supported. The SENDco will continue to detail specific aims for the child to work towards with support visually monitor the child for as long as at nursery and home. Needed. If the Area SENDco feels external support is not required, but the setting wishes to provide in-house support then an Education Place should be drawn up in collaboration with parent/carers.

What will happen next?

- The SENDco will monitor the implementation of the agreed learning paths with the child's key worker. Feedback to parents should be given as progress is made or additional support is given.
- A review of the paperwork should be completed when needed, ideally every 6 weeks.
- In cases where the SENDco feels the nursery needs further support than they can presently offer, the SENDco will seek support from the specialist Local Authority teams once gaining parent/carer permissions.

What further steps can be taken to support the child and family?

External agencies may recommend an application to get an 'Education and Healthcare Plan' (EHCP) submitted. This can be applied for by parents (preferably) or the setting. If accepted, the child will be issued with an agreed EHCP for their SEND, which may enable them to access further resources, funding or support through the local authority. The SENDco will explain to parents and key child's parent/carers for additional support to be offered.

Section 8:

What is the procedural format for identifying a child with SEND and what forms are needed?

These documents have been reviewed and no updates are required. They can be found on the link below this link.