



SEVENOAKS DAY NURSERY

Special educational needs policy

Statement of intent

We provide an environment in which all children are supported to reach their full potential.

Aims

- We have regard for the DfE Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs (SEN).
- We identify the specific needs of children with SEN and meet those needs through a range of strategies.
- We work in partnership with parents/guardians and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, adjust.

Methods

- We designate a member of staff to be special educational needs co-ordinator (SENCO) and give his/her name to parents/guardians. Our SENCO is Olivia Contreras.
- We ensure that the provision for children with SEN is the responsibility of all members of the Nursery.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents/guardians of children with SEN to create and maintain a positive partnership.
- We ensure that parents/guardians are informed at all stages of the assessment, planning, provision and review of their children's progress.
- We provide parents/guardians with information on sources of independent advice and support.
- We liaise with other professionals including speech and language, health visitors, and community paediatrics who are involved with children with SEN and their families, to assist in meeting each child's needs.

- We use the graduated response system for identifying, assessing and responding to children's special educational needs.
- We provide a broad and balanced curriculum for all children.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of planning, implementing, monitoring, evaluating and reviewing the Early Years Personalised plan for all children.
- We ensure that children with SEN are appropriately involved at all stages of the graduated response, considering their levels of ability.
- We use a system for keeping records of the assessment, planning, provision and review for all children.
- We seek additional resources (human and financial) where this is felt necessary to implement our SEN policy.
- We ensure the privacy of children with SEN when intimate care is being provided within safeguarding children guidelines.
- We provide in-service training for practitioners and volunteers.
- We provide a complaints procedure.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery in October 2011 and last amended in April 2025.



Stephanie Jenkinson
Chair