



## **SEN (Special Educational Needs) Policy**

This policy is in-keeping with the general aims of the Pre-School and its policy on equality of opportunity. The committee and the staff of Tandridge village Pre-School will ensure that all children enjoy a broad and balanced range of experiences, which meet individual needs. Where possible we will cater for the full ability range and the presence or absence of a special educational need is not a factor in the allocation of places to children. Please refer to our admissions policy.

We aim to give regular opportunities for parents of children with special educational needs (SEN) to meet with the child's key person and SENCO for informal discussions on their child's progress, and to share common problems.

We aim to extend the range of strategies staff use to positively encourage good behaviour and manage appropriate behaviours and to ensure a consistent approach by all staff.

Emma Heyburn is the Special Educational Needs Coordinator's (SENCO).

She will be responsible for the following:

- Having knowledge of the DfES Special Educational Needs Code of Practice.
- Having access to, and be aware of the current legislation and guidance that includes special educational needs and disabilities.
- Attending termly SENCO meetings arranged by Surrey Early Years.
- Attending obligatory training.
- Supporting staff to identifying children with SEN.
- Ensuring that every effort will be made to ensure the setting will be inclusive to all children with special educational needs (SEN).
- Working in partnership with parents to support the needs of children maintaining a positive partnership.
- Informing parents at all stages of assessment, planning and reviewing of their child's education.
- Offering advice and liaising with other staff and ensuring that the provision for children with SEN is the responsibility of all staff.
- Liaising with external agencies WITH parental permission.
- Providing the parents with sources of independent advice and support.
- Maintain the day-to-day operation of the SEN Policy.
- Producing and implementing a child's Surrey Support Plan (SSP). Setting SMART targets supported by the child's key person.
- Ensure that every effort will be made to provide resources (human and financial) to implement our SEN policy.
- Ensure the privacy of every child with SEN.
- Support the family and liaise with new staff when transferring to another setting or school
- Apply for any available additional funding and or grants such as Early Intervention Funding (EIF), Disability Access Fund (DAF) WITH Parental permission.
- Apply for an Educational Health Care Plan (EHCP) WITH Parental permission and support of the child's key worker and any external involvement.

Tandridge village hall provides access for wheelchairs.



Listed below are brief details of the strategies used to establish children with special educational needs.

- Informal observations.
- Structured observation by the Pre-school team and the use of developmental checklists (Learning journey).
- Completion of an Ann Locke profile.
- Interview with parent/ carer.
- Liaising with Surrey Early Years Advisors, health visitors, educational psychologists, speech and language therapists etc. Parental permission MUST be obtained before liaising with outside agencies.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: