

Equality of Opportunity

SPECIAL EDUCATIONAL NEEDS POLICY

This SEN policy is written in response to the code of practice 2001 with regard to the identification, assessment and provision for children with special Educational needs. Haddenham Puddleducks Pre-school has regard to this code and has written the policy outlining our practices and procedures.

At Haddenham Puddleducks Pre-school we believe that all children should have equal access to appropriate learning opportunities regardless of their abilities and we provide a secure, happy environment. All children and their families/carers are welcome.

Haddenham Puddleducks Pre-school recognises the DFES definition that a child has special needs if he/she has a learning difficulty which calls for special educational provision to be made for him/her.

SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCO)

Debbie Durham is our SENCO at Haddenham Puddleducks Pre-school, she holds a paediatric first aid certificate and a certificate in pre-school practice level 2. Debbie has undertaken her initial SENCO and advanced SENCO training. She has also completed a Speech & Language, Introduction to Down Syndrome, Autism, Asperger, Syndrome & Semantic Pragmatic Disorder and Attention Deficit Hyperactivity Disorder (ADHD) course. Date appointed December 2007.

Responsibilities of SENCO

The SENCO is the nominated person who will have overall responsibility for:

1. Ensuring clear communication with parents/carers by involving them, valuing their contributions and informing them of any concerns which will be dealt with sensitively and in confidence.
2. Gathering background information from the entry pack, child profile and medical form, information from previous setting(s) after consultation with parents/carers.
3. Monitoring and record keeping - Haddenham Puddleducks Pre-school's system of observation and record keeping which operates in conjunction with parents enables us to monitor a child's needs and progress on an individual basis. Within our setting for every child identified as having a SEN, we will take early years action; devise a structured programme to meet the child's needs (IEP - Individual Educational plan, blank copy in appendix.) Then where necessary early year's action plus, parents are encouraged to be actively involved in the planning and implementation of an appropriate programme for their child. Records will be passed on to the next setting.
4. Haddenham Puddleducks Pre-school liaises with the local Education Authority by attending link group meetings once a term and the SENCO attends cluster group
5. meetings once a term. The SENCO can contact the area SENCO's for advice, parental permission would be sought before any individual observations from an outside agencies were undertaken. Haddenham Puddleducks Pre-school will promote continuous training for the SENCO and other members of staff as budget allows.
6. Liaising with outside agencies, to facilitate shared information via parents such as a speech and language therapist, educational psychologist and other appropriate agencies.
7. The principle of seeking and taking account of the views and opinions of a child with special educational needs is important dependant on their age, maturity and capability. This is done by communicating with both the child and parents.
8. The SENCO will support and be a reference point for colleagues on all SEN matters including identifying and working with children who have SEN. We will always have respect for a child's privacy.
9. The SENCO will continue to attend training disseminate information.

All staff at Haddenham Puddleducks Pre-school is responsible for the SEN code of practice and are fully aware of the procedures for identifying, assessing and making provision for children with special educational needs. They support the SENCO and treat all information confidentially.

The committee works with staff to determine Haddenham Puddleducks Pre-school general policy and approach to provision for children with SEN.

The supervisor works closely with and supports the SENCO, will be present at meetings with parents and the SENCO, is responsible for the day to day management of all aspects of the playgroup work and keeps the committee fully informed.

Haddenham Puddleducks Pre-school's aim is to provide an inclusive environment for all children with regards to admissions please refer to Haddenham Puddleducks Pre-school's admissions policy, for any complaints please refer to the Haddenham Puddleducks Pre-school's complaints procedure policy.

This policy will be reviewed annually after the AGM, or in any case, updated in accordance with new legislation or requirements of the code of practice when published.

October 2013 (Original kept in SENCO file)

Review date;
October 2014