

## **The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School**

### **Special Educational Needs and/or Disabilities Policy**

#### **Definition of Special Educational Needs and/or Disability [SEN/D]**

At each school, special educational needs and/or disability [SEN/D] is defined in accordance with the SEN/D Code of Practice: 0-25 years, Children and Families Act [2014]. Children have special educational needs if they have a learning difficulty that requires special educational provision to be made for them.

A child has a learning difficulty if he or she:

- a) has a significantly greater difficulty in learning than the majority of children of the same age; or
- b) has a disability which prevents or hinders making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local authority; and
- c) is under compulsory school age and falls within the definition at (a) or (b) above or would do so if special educational provision was not made for them.'

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Where a child who speaks English as an Additional Language is not making progress, each school recognises that there may be a range of causal factors and explores these fully prior to an identification of special educational needs.

Each school recognises that some children will need support for SEN/D on a temporary basis, whilst others will require longer-term, more intensive intervention.

#### **Definition of special educational provision**

For children aged two years or older, this constitutes educational provision which is additional to, or otherwise different from, the educational provision made generally for children of the same age in schools and settings maintained by the LA, other than special schools, in the area.

## Our Ethos

At each school we support and value the abilities of all our pupils. It is our duty to provide equal opportunities for every person in our care and offer a safe and well-equipped learning environment that is fully accessible and caters to the individual needs of every child. We are committed to inclusion within each school's curriculum and promote participation in every aspect of school life.

Each school adopts a 'whole school approach' to SEN/D. Staff work collectively to ensure inclusion of all pupils. Each school is committed to ensuring that pupils with SEN/D can fulfil their potential and achieve optimal educational outcomes.

Each school's SEN/D provision takes into account the statutory requirements of the Early Years' Framework [2021] and the Equalities Act [2010], aiming to end discrimination and support the welfare and all-round development of children from different backgrounds, including those with SEN/D. The rights and duties of each setting are recognised through implementation of the SEN/D code of practice.

## Aims

- To identify children with SEN/D at the earliest opportunity, implementing appropriate provision in order to support academic progression and continued good physical and mental health and wellbeing.
- To ensure all children have access to the EYFS curriculum, based on their own interests and differentiated where appropriate.
- To make reasonable adjustments to ensure that all children with SEN/D are provided with full and equal access to the curriculum and all aspects of nursery life.
- To ensure that every child is safeguarded from harm and neglect and that every effort is made to enable pupils learn and grow independently.
- To work closely with children and parents/carers, listening to and respecting their concerns and ensuring that they are fully involved and consulted at all times, using a Person-Centred approach.
- To work closely and effectively with partner agencies to achieve optimum outcomes for children with SEN/D.
- To uphold and work within Southwark's Local Offer.

## What types of Special Educational Needs and/or Disabilities does each school provide for?

The four broad areas of Special Educational Need as defined by the SEN/D Code of Practice [2014] are:

Category of Need	Definition	Examples
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Communication and Interaction	Some children have difficulties with speech, language and interaction.	Speech articulation, stammering, expressive and/or receptive language delay, social communication difficulties, e.g. autism)
Cognition and Learning	Some children have difficulties accessing, retaining and applying knowledge, understanding and skills.	Moderate learning difficulties, specific learning difficulties, [e.g. dyslexia, dyscalculia], severe learning difficulties, complex learning and profound multiple learning difficulties.
Social, Emotional and Mental Health Difficulties	Some children have difficulties which result in challenging or withdrawn behaviours.	Anxiety, depression, eating disorders, obsessive, compulsive disorder (OCD).
Sensory and/or Physical Needs	Some children have sensory and/or physical impairments.	Visual impairment, hearing impairment, physical disability

Children may have additional needs that fall within one category or across several.

#### **Roles and Responsibilities in Relation to SEN/D Provision**

- The SENDCo for the Federation is Sue Howlett [based at the Grove] They are responsible for;
  - The Executive Headteacher and Deputy Headteacher at Kintore Way work in partnership with the SENDCo to ensure the following takes place;
    - Overseeing and monitoring the provision for SEN/D;
    - Updating the SEN/D register;
    - Supporting Key People in identifying and implementing effective interventions for children with SEN/D and liaising with parents/carers;
    - Making/co-ordinating referrals to outside agencies who can offer additional support;
    - Commissioning therapy services;
    - Working closely with families and other agencies using a 'Team Around the Child' [TAC] approach and ensuring that outside professionals' recommendations and targets are incorporated into provision for individual children;
    - Co-ordinating, completing and submitting needs' assessment requests for Education, Health and Care Plans [EHCPs] and supporting Key People and SEN/D support staff in implementing these, once in place;
    - Ensuring that risk assessments and Personal Emergency Evacuation Plans are completed and implemented for children with SEN/D as required;
    - Developing and monitoring the quality of interventions across the setting;
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- Delivering effective performance management and supervision of support staff;
- Delivering training to support and develop high quality practice and provision;
- Analysing the progress of children with SEN/D;
- Overseeing and managing effective transitions across settings;
- Ensuring that the school complies with the SEN/D Code of Practice and upholds Southwark's Local Offer;
- Ensuring that each school applies for Disability Access Funding for any 3-4 year olds in receipt of Disability Living Allowance and providing accountability for how this money is spent;
- Ensuring that each school applies for Early Years SEN Inclusion Funding for 2, 3-4 year olds who require additional support over and above what is usually offered and providing accountability for how this money is spent;
- Maintaining an overview of new initiatives and policy changes at national and local level and disseminating this information to staff;
- Updating the SEN/D Information Report annually;
- Reporting on SEN/D to the Governing Body.

At Kintore Way;

- **Class Teams** operate at Kintore Way and are made up of Teachers, Early Years' Educators and Teaching Assistants level 3, 2 and 1. They all work with all the children and observe, assess and

At the Grove;

- **Key People** are Teachers, Early Years' Educators , or Teaching Assistants Level 3 & Level 2 who are responsible for allocated groups of children, including those with SEN/D.
  - **Staff** work with individual or small groups of children on a daily basis, under the direction of the class teacher and Early Years Educators and the SENCo team. They are responsible for delivering targeted interventions and supporting children with SEN/D to access the Early Years Curriculum and the wider nursery. They regularly feedback information about children's progress to Key People and the SENCo team that is shared with parents.
  - **The Executive Head Teacher** has overall responsibility for ensuring that appropriate SEN/D provision is implemented at each school.
  - **The Governing Body** ensures that high quality provision is made for SEN/D pupils and that each school's statutory obligations are met. It is involved in developing, monitoring and reviewing SEN/D policy and understands how children with SEN/D are identified. There is a named governor responsible for SEN/D.
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## **Arrangements for coordinating SEN/D provision**

The SENCo team holds information on;

- Children who are receiving school-based interventions as part of Quality First Teaching
- Children who are receiving SEN/D support;
- Children who have requested, or are in receipt of, Education, Health and Care Plans [EHCP];
- Children for whom the school is receiving Disability Access Funding;
- Children for whom the school is receiving Early Years' Inclusion Funding.
- Referrals to specific agencies;
- TAC/TAF meeting notes
- Reports from outside agencies and their contact details;
- Practical advice, teaching strategies, resources and information about types of special educational needs and disabilities;
- Guidance on identification of SEN in the Code of Practice;
- Information relating to Southwark's Local Offer.

All documents are stored securely in children's individual files and electronically in a restricted access file, in line with the Federation's GDPR policy. Referrals and sensitive documents are also sent by secure electronic email to be actioned by the appropriate agencies and are stored in their records.

### **All staff have access to:**

- The SEN/D Policy;
- Guidance on the identification of SEN/D and the graduated response;
- Information on their individual pupils with SEN/D, including support plans, referral forms, Early Help Delivery Plans and any targets set by professionals [stored securely];
- Practical advice, teaching strategies, resources and information about types of SEN/D.

## **A Graduated Approach to SEN/D**

At each school, we use a graduated approach to identify and meet the needs of children with SEN/D. In line with the SEN/D Code of Practice, we;

### **Assess**

Children are assessed when they enter each school and at two further points throughout the school year using the Early Years' Framework. All children receive Quality First Teaching and expectations are high. Any child not making appropriate progress is closely monitored to establish possible causes. It is important to recognise that there can be a number of reasons why a child does not make progress and to explore and address these thoroughly, as part of the assessment process. Staff work closely with parents/carers, sharing information about children's learning and discussing concerns. Where appropriate, children are referred to outside agencies for further assessment. Agencies commonly referred to include Speech and Language Therapists [SALTs], Community Paediatricians [Sunshine House], Cherry Garden Outreach Team, Southwark Autism Team, Health Visitors, the Early Help Team, Family Support Workers, Dieticians, Occupational Therapists, Physiotherapists and Educational Psychologists.

Where children apply to each school with SEN/D already identified, a member of the SENCo team will talk with the family and, with the consent of parents/carers, contact other agencies already working

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with the child to establish contact, access any additional information and facilitate a smooth transition to the setting.

Each school maintains a register of children with SEN/D that is regularly reviewed and updated by the SENCo team. The register contains details of children who are receiving or have been referred for support from an outside agency. Names are removed when a child is discharged and the agency is no longer involved.

### **Plan**

When children have been assessed and their needs identified, nursery staff and the SENCo team work closely with parents/carers to draw up support that caters appropriately for their learning and whenever possible, targets identified by partner agencies are integrated into support. Parents and carers work in close partnership with staff and are consulted at every stage. They are fully informed of the provision their children receive and the progress they are making through regular 'Team Around the Child' [TAC] and parent consultation meetings.

### **Do**

Class teams and Key People, supported by the SENCo team, are responsible for supporting the children on a daily basis. Each school has a sensory room and a quieter area adjoining the main nurseries that are regularly used and all areas of each setting are fully accessible. Staff understand their duty towards children with SEN/D and recognise that delivering high quality provision is everyone's responsibility.

### **Review**

Once support plans have been implemented, Key People review children's progress and development and this is shared with parents and carers. New targets are developed or existing ones adjusted. Where targets have not been met, explanations for this are explored and support is revised or adapted. Where appropriate, further referrals to outside agencies may be made with the consent of parents/carers.

### **Early Years Inclusion Funding (EYIF)**

Sometimes during a review, it will be decided that a child requires additional SEN support over and above the universal provision offered to all. This may include children who will go on to need Education, Health and Care Plans, as well as those requiring lower levels of intervention. When this happens, an application is made to the Early Years Inclusion Fund for additional finance. As with all SEN/D processes, parents/carers are consulted and fully involved from the outset. There are two levels of funding that may be awarded. A request form is completed, detailing;

- the child's strengths
- the impact of needs on learning
- the additional provision already in place (including strategies recommended by other professionals)
- the additional interventions that are needed in the future (with timescales)

Group applications can also be made. Completed applications are submitted, along with supporting evidence, to the Early Years SEN Inclusion Fund panel who will discuss the information presented and decide which level of funding (if any) to award. This decision is then communicated to both the family and nursery. The SENCo team is responsible for liaising with the Local Authority in ensuring accountability for the use of this funding.

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## **EHCP Needs Assessment**

If, despite Quality First Teaching and appropriate intervention through SEN/D support, [financed where applicable by Early Years SEN Inclusion Funding] a child still does not make expected progress, a request can be made to the Local Authority for an Education, Health and Care Plan [EHCP] Needs' Assessment. Requests are also made when children have complex medical needs, requiring long-term, specialist intervention. This is undertaken by the SENCo team, in consultation with the family. The request is person-centred and focuses on the child's current strengths and areas of need, any barriers to learning and details of the provision and resourcing that is necessary to ensure future progress. It also records and costs the provision that has already been put in place. The LA then decides if a needs assessment should be undertaken and may request further information from each agency involved with the child. Parents and carers have the right to appeal if a request for an EHCP needs' assessment is rejected. More information about EHC Plans can be found at <http://localoffer.southwark.gov.uk/education--health-and-care-plan/> Parents and carers can also make their own requests.

## **EHC Plans**

When a child is given an EHC Plan, progress is reviewed at regular TAC meetings and formally during an Annual Review meeting. Following this, any significant changes to the plan are made by the Local Authority.

## **Transitions**

When a child leaves each school, all documentation is passed securely to the new setting. Staff from receiving schools are encouraged to visit children and attend transition TAC meetings as appropriate. The SENCo team is responsible for liaison with other settings when children move on.

## **Continuing Professional Development**

Each school ensures staff maintain their knowledge and skills with relevant training in relation to the needs of pupils with SEN/D. Requests can be made by individuals to attend courses in Makaton, Communication in Print, Understanding Autism and Speech and Language Development. The SENCo team attend relevant forums and workshops, disseminating new information and initiatives and sharing good practice. Wherever possible, training is matched to each school's development priorities and performance management, as well as individual children's needs.

## **Admission arrangements**

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes any child receiving SEN/D support or in possession of an EHCP.

## **Reduced Timetable**

If, during a child's time at nursery, there are emerging needs that the school needs to make adjustments for, children may be placed on a reduced timetable. A meeting will be held with the school and parents/cares to agree the reduced timetable. Regular review meetings will take place. The aim will be to reintegrate the child into their full entitlement. A child's best interests is kept at the forefront of any decision made regarding their attendance.

## **Complaints procedure**

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If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made to speak to the Key Person, the SENCo team or the Executive Head Teacher who can advise on formal procedures for complaint [see the complaints policy.]

In supporting this policy, the governors confirm that the requirements of the 1996 Education Act and any subsequent legislation/regulations will be fully complied with. In implementing the policy, staff and governors will have due regard to the government's Code of Practice, particularly in relation to the identification and support of any pupil with SEN/D and the correct accounting of any funding allocated for that purpose.

#### **Links with other policies**

Health and Safety, Safeguarding, Transitions, Admissions, Behaviour, Equality, Data Protection.



# The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Policy Name

Federation SEN/D Policy

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

11<sup>th</sup> December 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative

  

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Signature of Executive Headteacher

  

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Date signed: 11<sup>th</sup> December 2025

Date to be reviewed: Autumn 2026

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