

Special Educational Needs and Disability (SEND) Policy

From September 2014 the Children and Families Act 2014 provides for “a clear and transparent ‘Local Offer’ of services for children and young people aged 0-25 with special educational needs and disabilities (SEND). The purpose of this ‘Local Offer’ is to enable parents, carers and young people to see more clearly what services are available for children with SEND in their area and how to access them. The ‘local offer’ includes early years settings and all the information below forms our setting’s current offer and shows how we provide for children with special educational needs and disabilities.

Our policy

At Parkland Pre-school we support children with special educational needs and disabilities by providing an environment in which all children are supported to reach their full potential.

- We ensure our provision is inclusive for all children with special educational needs and disabilities.
- We support parents of children with special educational needs and disabilities.
- We identify the specific needs of children with special educational needs and disabilities and meet those needs through a range of SEND strategies.
- We work in partnership with parents and other agencies in meeting individual children’s needs.
- We monitor and review our policy, practice and provision and, if necessary, make adjustments.
- We have a designated Special Educational Needs Coordinator (SENCO) – Sarah Duckett
- We comply with the Statutory Framework for the Early Years Foundation Stage (2014) and the Equality Act 2010.
- We have regard to the Special Educational Needs and Disability Code of Practice (2014).

Identifying children with Special Educational Needs and Disabilities

- On induction to our pre-school the SENCO and all parents share information about the strengths and needs of the child to create a positive partnership.
- Each child has a Keyperson who works closely with each child and the family, and may identify a possible individual need.
- On-going observational assessments are made of all children and are linked to the Early Years Outcomes and Development Matters ages and stages of development (as outlined in the Statutory Framework for the Early Years Foundation Stage). .
- Reports from health care professionals may identify a child’s individual needs and we will include these in the child’s learning and development and will form part of the child’s learning journey.

Supporting children with SEND

- Families will be supported throughout their time at Parkland Pre-school. We want all children to feel happy and safe with us.
- Our SENCo will work with all our staff to ensure our SEND provision is relevant and appropriate.
- We use the 'graduated approach system' for identifying, assessing and responding to children with special educational needs and disabilities. This means using a step-by-step approach to ensure that the child is given the best possible chance to achieve their full potential.
- Our SENCo will make all staff at Parkland Pre-school aware of this approach to ensure continuity throughout the setting and ensuring that concerns are responded to as early as possible. The graduated approach in the setting consists of observation, assessment, targeted plans, SEND plans and EHC, it is often referred to as assess, plan, do, review.
- The Keyperson will oversee the targets/next steps that targeted plans outline with the support of the SENCo .
- Targets will be reviewed and new ones planned by the child's Keyperson, SENCo and parents.
- We access additional support from other professionals where necessary.
- Our SENCo will work with all other staff to ensure implementation of the targeted plan and subsequent continuity of care and education by everyone.
- We ensure that parents are informed of their child's progress at all stages of assessment, planning, provision, monitoring and review.
- Learning Journeys are available to view at any time.
- All documentation is kept securely to ensure confidentiality.
- Additional funding can be applied for to support your child but will only be applied for with parental consent and following discussions about how this would benefit the child.
- Our SENCo has completed specific SENCo training.
- Staff have attended training linked to specific needs and will attend further courses if required.

Accessibility of the environment

- Parkland Pre-school has been designed to be open and accessible for all children and their families, it is an open plan layout with doors that are widened and level for wheelchair access. It also has a disabled toilet and AstroTurf and a tarmac area outdoors. All activities can be adapted to ensure that all children are able to take part and can either be table top or placed on the floor.
- Resources are easily accessible by the children who have free choice.
- We will explain the limitations of the building and would make changes or adapt our facilities to suit the child's needs.

Working with other professionals

We have regular contact with the following professionals:

- Area SENCO
- Health Visitors
- Speech and Language Therapist
- Local Children's Centre Staff (e.g. parent support advisers)

Advice from professionals in other areas may be sought as a need arises, such as:

- Physiotherapist
- Occupational Therapist
- Common Assessment Framework (CAF) co-ordinator.

Other professionals may also be contacted regarding a child's specific individual needs.

Moving on to school/or another setting

- We hold transition review meetings to plan transition for a child into school/ other setting. As well as parents and pre-school staff, these could include foundation stage school teachers, school SENCO, receiving setting staff and relevant professionals.
- We share all documentation such as observations, assessments, targeted plans and SEND plans with the next school/setting.
- We invite receiving school/setting to visit our pre-school to familiarise themselves with, and observe, the child and to share information in partnership with parents.

Further information

- The Keyperson is always available for advice and support in the first instance. There is a list of every child and who their Keyperson is on the parent/carer notice board.
- Our Manager and SENCO are also available to offer advice.
- We can signpost parents to other professionals that may be able to help such as health visitor, speech and language therapist, children's centre, GP and others.
- If a child's needs have been referred to a specific team we will be able to support parents in accessing these services.

Contacts

Setting SENCo – Miss Sarah Duckett

Area SENCo – Elizabeth Cox

Parkland Primary School SENCo –

Named Health Visitor – Alison Timmins

EYSENSIS - 0116 305 9400 or via email sts@leics.gov.uk.

County Hall - 0116 305 9400

Family, Children and Young People Service - Speech and Language Therapy Referral - www.leicspart.nhs.uk or Tel: **0116 225256**

SENA - 0116 305 6600 or www.senaservice@leics.gov.uk

Care Navigator in Blaby, Oadby and Wigston – Steph Bates – **0787 6710247**

Diana Services – 0116 2955413

Sure Start Centre (South Wigston) –

Sure Start Centre (Wigston) –

Or telephone **0116 3055993** to contact your local Sure Start Centre or follow the link www.leics.gov.uk/index/education/childcare/childcarecentres2/childrens_centres_where.htm

Leicestershire Family Voice – email: PPinfo@menphys.org.uk or call **Alison Birkin** – **07793 443480**

SENDIASS – 0116 305 5614 or email: sendiass@leics.gov.uk

Menphys SOS Help Line – 01455 323018 or email: help-line@menphys.org.uk
Menphys SOS – 01455 323020 or www.menphys.org.uk

Face to Face – 07736 730978 or email: fiona.burton@scope.org.uk

SENDirect – www.SENDirect.org.uk

Local Offer information available at: www.leics.gov.uk/local_offer

Code of practice –

Early Years: Guide to the 0-25 SEND Code of Practice -

Appendix 1

Understanding Terminology

Key terms that may be used but not always understood are listed and explained below:

- **EYFS** – The Early Years Foundation Stage, this is the curriculum that Parkland Pre-school adhere to and is used within observations and assessments
- **Observations** – all children are observed during their play in the seven areas of learning in the EYFS, these observations build a picture of how the child learns best, what the child already knows and what the child is learning with adult support
- **Assessments** – observations are used to assess the child using the Development Matters Guidance (EYFS) and Early Years Outcomes (OFSTED), these guidelines help to assess child development
- **Targeted Plan** – this plan records the work undertaken to support the child through the assess, plan, do, review cycle. Targeted plans should be written in conjunction with the parents and focus on areas which need support. Targeted plans record work undertaken and progress made by the child as a result of the intervention
- **SENDSP** - SEND support plan – Leicestershire’s graduated response aimed at children and young people aged 0-25, with special educational needs and/or disabilities but without an Education and Health Care Plan. This is drawn up in consultation with the child, family and all professionals involved in the child’s care and education. The SEND Support Plan can be used to apply for Top-Up funding for early years provision. Professionals drawing up a SEND Plan will request a specific number of hours of Top-Up funding. Schools are expected to meet the first 15 hours of support from their SEND budget.
- **EHCP** – Education, Health and Care Plan – From September 2014, the EHCP replaces a statement of special educational needs for children or young people and now covers 0-25 years old. The purpose of the plan is to provide a co-ordinated process for children and young people with the most complex arrangements across education, health and social care services. In order to go to special provision or school, an EHCP must be in place naming the school. The EHCP must be formally reviewed annually for a child in school and 6 monthly for a child in Pre-school
- **Local Offer** – The local offer has information for parents about services they can access. All Pre-schools are required to contribute to the Local Offer by detailing their approach to supporting children with SEND and what experiences and facilities are available in the setting
- **OPP** – One Page Profile – This is the first section of a SENDSP and it emphasises the person centred approach to supporting children. Parents record



their child's views, interests, hopes and wishes for the future in a personalised format

- **TUF** – Top-Up Funding – Can be allocated for early years or school aged children if the child's needs are significant and long term
- **PEP** – Personal Education Plan – PEP's are used to support children in care (CIC) and they are drawn up with an Improvement Advisor, foster carer and the setting SENCo, if the child attends a setting

Appendix 2

Support Services

Specialist Teaching Services

The Local Authority has a number of services to support children with SEND and their families:

1. **Early Years SEN Inclusion Service (EYSENSIS)** is a county wide team of teachers and practitioners. They support early years' settings through the area SENCo role and work with individual caseload children.

The EYSENSIS runs an advice line every Wednesday from 2-4pm.

Referrals to the EYSENSIS are considered at the Early Years Panel which meets once a fortnight. Referrals can be found on the EYSENSIS page of the website www.leics.gov.uk

2. **Portage Home Visiting Service** is a service for babies and very young children (0-3 years) with significant learning difficulties or complex needs.

The service is part of the EYSENSIS and is part of the National Portage Association. The service employs Portage Home Visitors who work with parents within their home. It is based on the principle that parents are the key figures in the care and development of their child.

3. **Autism Outreach Service (AOS)** supports children with a diagnosis of Autism Spectrum Disorder (ASD). Referrals are made via the Early Years Panel.

4. **Vision Support Service (VSS)** supports children with visual impairment

5. **Hearing Support Service (HSS)** supports children with a hearing impairment

6. **Physical Disability Service (PDS)** supports children with physical disabilities and/or complex medical conditions

7. **ICT Assessment Service (ICTAS)** considers adaptations and technological support to aid children's learning and communication

All of the above are based at County Hall and can be contacted on **0116 305 9400**

Leicestershire Psychology Service

Educational Psychologists (Eps) may be allocated to individual children at the Early Years' Panel. They give advice and support to parents/carers and Early Years SENCOs. Eps are involved in the assessment of children's needs and support transition to educational placements.

Specialist Educational Needs Assessment Service – SENA

SENA oversees the statutory assessment of children with SEND if support is needed in school either through top up funding or through an Education, Health and Care plan.

Appendix 3

Specialist Provision in Leicestershire



STEPS

STEPS is a registered charity which provides specialist nursery services and support to children with motor disorders and their families, enabling them to lead fuller, more active lives. The September is bases in Shepshed and sessions run daily.

For further information call **01509 506878**

Special Mumstop

This is a voluntary group specifically designed and equipped for Pre-school children with SEND. Parents/carers can drop in and enjoy meeting other parents and carers in a relaxing and encouraging environment. Home-made refreshments included for all to enjoy and a variety of play and sensory experiences provided. It takes place on a Wednesday 10.00 – 11.30 at Living Rock Church, Station Road, Stoney Stanton LE9 4LU.

Tel: 01455 270840

Stay and Play

This group is exclusively for children with additional needs and their families/carers. Sessions are free and are held fortnightly from 10-12 at Menphys Specialist Nursery in Wigston. The sessions include messy play, sensory play, signing and singing, refreshments and homemade cakes. For more information contact Karen Vann on **07791265864** or look on Facebook – stay and play group.

Birstall Special Needs Playgroup

This playgroup opens on Monday and Fridays from 9.30-11.30 at Birstall Methodist Church and caters for children aged 6 weeks to 4 with SEND. Siblings are also able to attend if spaces permit. Transport is provided within a 7 mile radius of Birstall.

For more information contact Deborah Hoggar on **0116 260 6309**.

Specialist maintained nurseries

In Leicestershire there are two nursery settings which cater for children with significant SEND. These are:

- Sketchley Hill Specialist Nursery in Burbage – **01455 890 684**
- Wigston Menphys Specialist Nursery – **0116 2889977**

To gain place at the Menphys Nurseries, children need to be referred to a panel which meets 6 times a year.

Beacon Nursery in Loughborough is a mainstream nursery but some specialist places are allocated to children with SEND – **01509 264 876**

Special schools

Each area of the county has a special school which provides for children with complex SEND from 3 or 4 to 18 if they have an EHCP in place. These are:

- Forest Way Special School (Coalville) – **01530 831 899**
- Ashmount Special School (Loughborough) – **01509 268 506**
- Birkett House Special School (Wigston) – **0116 288 5802**
- Dorothy Goodman Special School (Hinckley) – **01455 634 582**

- Mapelwell School (Charnwood) – **01509 890 237**
- Birch Wood Special School (Melton) – **01664 483 340**

Special units attached to mainstream schools

Some schools have MLD (Moderate Learning Difficulties) Units within their schools. To secure a place, children need to have an EHCP which names the school.

- Westfield Infant School and MLD Unit (Hinckley) – **01455 637558**
- Brookside Primary School and MLD Unit (Oadby) – **0116 2713680**
- St Denys' Infant School and MLD Unit (Ibstock) – **01530 260004**
- Sherrard Primary School and MLD Unit (Melton) – **01664 565124**
- Newbold Verdon Autism Unit (Newbold Verdon) – **01455 822362**
- Glenfield Speech and Language Unit (Glenfield) – **0116 2872188**

Appendix 4

Information about Health Services and Support to setting SENCOs

Health Visitor

Every child under school age will have a named Health Visitor, if parents/carers are unsure of who their child's named Health Visitor is they can obtain this from their Doctors Surgery.

Early Years Settings also have a named Health Visitor (see page 3 or Parkland Pre-school's named Health Visitor).

Health Visitors are able to give advice on many things including speech and language development, child development, behaviour support, liaison with Pre-school settings and referrals to other Health services.

Speech and Language Therapists

Often abbreviated to SLT or SALT. Speech therapists support children's communication skills which includes expressive language, receptive language (understanding), social communication, eating and drinking issues and stammering (dysfluency).

Referral to the Speech and Language Therapy Service depends on the child age:

- For children with a general delay who are between the ages of 2 and 3 years will be invited along with their parents to attend a series of 6 workshops called Let's get talking, this service is available through referral from the Health Visitor.
- For children over 3 years of age or those with a significant condition which affects communication or have eating and drinking issues, a direct referral to the Speech and Language Therapy Service can be made using the Family, Children and Young People referral form.

Care Navigators

Each district has a care Navigator whose role is to:

- Help parents get the right services to help their child
- Help professionals to share information more easily
- Help parents to get and attend appointments they need

Location of Health Services

All health services for Leicestershire are based at Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicestershire, LE4 8PQ Tel: **0116 225 6560**

Diana Service

The Diana Service provides specialist training to setting staff on:

- Epilepsy awareness
- Enteral feeding (gastrostomy and nasogastric feeding)
- Respiratory care (oral suction, inhalers, nebulisers and oxygen)
- Tracheostomy care
- Mechanical ventilation
- Oxygen saturation monitoring

Appendix 5

Support for Families

Sure Start Centres and Family Outreach Workers

All Leicestershire families who have a child aged between 0 and 5 years old are able to access support and advice from Sure Start Centres. Some services will be targeted and restricted to families with additional needs.

Family Outreach Workers (FOWs) are based in Sure Start Centres and work closely with families in the community. They support families by running fun sessions for parents and children aged between 0-5 years old, by visiting families at home for more direct support, and also working closely with other professionals to signpost families to other available services. A FOW can support any family with children aged between 0-5 with issues including:

- Finances
- Housing needs
- Behaviour management
- Parenting skills
- Emotional support
- Accessing child care provision

Leicestershire Family Voice

Leicestershire Parent Carer Forum – A parent Carer Forum is a group of parents and carers of disabled children who work with Local Authorities, education, health and other providers to ensure the service they plan and deliver meet the needs of disabled children and families.

SEND information and Support Service – (SENDIASS)

A confidential and impartial service which supports parents/carers and children/young people with issues around special educational needs or disability (SEND) to ensure they have access to information, advice and guidance on SEND, allowing them to make informed decisions about education.

This service is based at Bassett Street, South Wigston, LE18 4PE

Menphys SOS

Menphys SOS is a voluntary sector group which supports disabled children, young people and their families. The group believes that every child and young person, whatever their needs, has the right to take part fully in their community and to have the same choices, opportunities and experiences as other children.

Services include Early Support co-ordination for:

- Health and education services
- Signposting to other services
- Information about sports and leisure activities
- Completing Disability Living Allowance (DLA) or Family Fund forms

Menphys SOS run a helpline between 10am and 4pm Monday – Friday (see contacts)

Face to Face

Face to face is a befriending service for parents/carers of children with SEN or disabilities through other parents offering emotional and practical support.

Menphys SOS and Face to Face join together for **Together for Families** – Family support groups which take place around the country in each district once a month. Contact either group to find out when they run in this area.

SENDirect

SENDirect is a national website for the families and carers of disabled children but it maintains close links with Leicestershire.

The service is the result of nine charities working together to promote new services and products for children and their families.