**SEND POLICY**

Top Place Preschool provides an environment in which all children, including those with special educational needs (SEN), are supported to reach their full potential.

* We have regard for the Special Educational Needs Code of Practice (2014).
* We have in place a clear approach for identifying, responding to and meeting children’s special educational needs.
* We support and involve parents (and where relevant children), actively listening to, and acting on their wishes and concerns.
* We work in partnership with the local authority and other external agencies to ensure the best outcomes for children with SEN and their families.
* We monitor and review our policy, practice and provision and, if necessary, make adjustments.
* **Procedures**

We have a designated member of staff and a deputy who are the Special Educational Needs Co-ordinator (SENCO).

Our SENCO designated officer is………………….................................

And the deputy SENCO officer is……………………………………..

* The SENCO designated officer works closely with the manager and the deputy and together with other members of staff and has responsibility for the day-to-day operation of SEN in our preschool.
* We ensure that the provision for children with SEN is the responsibility of all members at Top Place Preschool.
* We ensure that our inclusive admissions practice ensures equality of access and opportunity.
* We provide a broad, balanced and differentiated curriculum for all children.
* We apply SEN support to ensure early identification of children with SEN.
* We use the graduated approach system (Assess, Plan, Do and Review) and apply it in increasing detail and frequency to ensure that children progress.
* We ensure that parents are involved at all stages of the assessment, planning, provision and review of their child’s special educational need including the process of decision making.
* Where appropriate, we take into account children’s views and wishes in decisions being made about them, relevant to their level of understanding.
* We provide parents with information on local sources of support and advice e.g. Local Offer, Children’s Centre, Advice and Support Service etc.
* We liaise and work with other external agencies to help improve outcomes for children with SEN.
* We have systems in place for referring children for further assessment e.g. Common Assessment Framework/Early Help Assessment and Education, Health and Care (EHC) assessment.
* We ensure that all our staff are aware of our Supporting Children with Special Educational Needs Policy and the procedures of identifying, assessing and making provision for children with SEN.
* We provide in-service training for parents, practitioners and volunteers.
* We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. action plan reviews, staff and management meetings, parental and external agency views, inspections and complaints procedure.