



Woodham Mortimer Pre-School  
 Woodham Mortimer Village Hall  
 Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX  
 Telephone: 07742 228077  
 Website: www.woodhammortimerpreschool.org.uk  
 e-mail: woodhammortimerpre-school@hotmail.com  
 Registered Charity Number: 1060526 DFES / OFSTED Number 650168  
 PSLA Membership Number: 20167

## EQUALITY OF OPPORTUNITY

**General Welfare Requirement: Safeguarding and Promoting Children’s Welfare**  
 The Pre-School must take necessary steps to safeguard and promote the welfare of children

### 1.12 – SUPPORTING CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

#### POLICY

#### POLICY STATEMENT

We provide an environment in which all children, including those with special educational needs, are supported to reach their full potential.

- We have regard for the DfES Special Educational Needs Code of Practice (2001)
- We ensure our provision is inclusive to all children with special educational needs
- We support parents and children with special educational needs (SEN)
- We identify the specific needs of children with special educational needs and meet those needs through a range of SEN 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

#### EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.1 Child development	2.1 Respecting each other	3.2 Supporting every child	4.1 Play and exploration
1.2 Inclusion practice	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning
1.4 Health and well-being	2.3 Supporting learning	3.4 The wider context	4.3 Creativity and critical thinking
	2.4 Key Person		

#### PROCEDURES

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give his / her name to parents. Our SENCOs are: **Claire Newman (SENCO) and Hannah Abbott (Deputy SENCO)**

- We ensure that the provision for children with special educational needs is the responsibility of all members of the Pre-School
- We ensure that our inclusive admissions practice ensures equality of access and opportunity
- We use the graduated response system for identifying, assessing and responding to children's special educational needs
- We work closely with parents of children with special educational needs to create and maintain a positive partnership
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education
- We provide parents with information on sources of independent advice and support
- We liaise with other professionals involved with children with special educational needs and their families, including transfer arrangements to other Pre-Schools and Schools
- We provide a broad, balanced and differentiated curriculum for all children with special educational needs
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for children with special educational needs
- We ensure that children with special educational needs are appropriately involved at all stages of the graduated response, taking into account their levels of ability
- We have systems in place for supporting children during Early Years Action, Early Years Action Plus, Statutory Assessment and the Statementing process
- We use a system for keeping records of the assessment, planning, provision and review for children with special educational needs
- We provide resources (human and financial) to implement our Special Educational Needs Policy
- We provide in-service training for parents, practitioners and volunteers
- We raise awareness of any specialism the Pre-School has to offer, e.g. Makaton trained staff
- We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. Individual Education Plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually
- We provide a complaints procedure
- We monitor and review our Policy annually

### **OTHER USEFUL PSLA GUIDANCE**

Special Educational Needs Code of Practice for Early Education Settings (2004)

**This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee**

**Date of Meeting**

.....

**Next Review Date**

**January 2011**

.....

**Signed on Behalf of Woodham  
Mortimer Pre-School**

.....

**Name of Signatory**

**Kayte Terrett**

.....

**Role of Signatory**

**Chairperson – Woodham Mortimer Pre-School Committee**

.....