**Special Educational Needs and Disability (SEND) Policy**

At Abacus we strongly believe that every child is unique, with varied levels of individual needs, and that with the right support all children are capable of achieving. Our Pre-School aims to have regard to the Department for Educational Services 0-25 SEND Code of Practice, the Children and Family Act 2014 and the Equality Act 2010, and to provide an inclusive policy, with appropriate learning opportunities for all children. We aim to include all children so they are a caring, understanding and valued member of the group.

Children with SEND, like all other children, are admitted to the group after consultation between parents and the group leader.

* The group will endeavour to provide effective learning opportunities for all children in its care.
* In accordance with the Code of Practice each child’s progress will be monitored and staff will regularly review this with parents.
* If a child’s key worker has any concerns about a child’s development, the special educational needs coordinator (SENCO) will be informed. The Senco will observe and record behaviour patterns and consult with parents. Our system of observation and record-keeping, which operates in partnership with parents, will enable us to monitor individual children’s needs and progress.
* Our key person approach will ensure that each member of staff is specifically responsible for, and close to, a small group of children, so that each child receives adult time and attention.
* Individual Target plans (ITPs) will be used to set targets, monitor and review.
* If parents or staff do not feel that the existing arrangements are enabling the child to participate fully, then additional support may be necessary.
* The parents may be asked to seek help from their health clinic, e.g. health visitor or other external agencies such as Speech and Language Therapy (SALT) and Facilitating Inclusion through Reflection Support and Training (FIRST).
* Full discussion with parents would take place at all times and records kept.
* With parental permission, the group may seek further advice and support from the local authority.
* Children’s privacy will be maintained while carrying out personal hygiene activities.
* Our staff will attend training and courses on additional support needs, with professional providers and we let parents know if there are any relevant courses they may like to attend.
* We will endeavour to ensure that all children can fully participate in the pre-school session e.g. by using things such as specialist equipment, Makaton Language and the Picture Exchange Communication System.
* All staff, bank staff, volunteers and students will be made aware of each child’s individual additional needs.
* We include children and their families before they start at PreSchool and regularly during their time here through meetings, all about me booklets, individual plans, one page profiles, etc.
* We are committed to professional development for staff in order to meet the needs of all children in the Pre-School. Please refer to our Safeguarding and Equal Opportunities policies.

**Children with disabilities**

* Staff will liaise with parents to support the child’s needs. There is a ramp to access the premises.
* Toilets are accessible on the ground floor.

The group’s SEND coordinator are: Elsie Jeevaratnam/ Tracey Green.

Date Reviewed: May 2019

Next Reviewed Date: May 2020