

## **SEND Information Report for children with Special Educational Needs and Disabilities**

### **About Us**

Our Preschool is based in Rustington and owned and run by Arun Church. The premises are set in a converted house, which is a compact but with a well utilised interior set up for children's needs and boasts a large well-designed garden. The team consists of 9 trained and dedicated staff who put the children's needs and interests first. We are registered and inspected by Ofsted and were awarded a rating of 'Good' in 2023.

We welcome children from the term they turn 2 years to 5 years old and offer morning and afternoon sessions across the day

Our aim is to provide a warm, safe, caring and fun environment where your child will learn through play and will be nurtured and allowed to develop within his or her own ability. We suggest you contact us to arrange a visit to come in and see if we can meet your child's needs.

### **Useful Questions**

#### **1. How does the early years setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

The first thing we suggest is to ring us and make an appointment to come and visit our setting. We can then discuss your child's needs and how we feel we can meet them and discuss what strategies we could put into place before he or she starts. It may also be that once your child has started; we notice through early observations that he or she may benefit from some extra support. Our aim is always to support your child and work with the family to achieve the best possible outcomes.

#### **2. How will early years setting staff support my child?**

He or she will be supported by a key person whilst they are in the setting, who will work in conjunction with the INCO/ SENCO (Inclusion / Special Educational Needs Coordinator) to ensure your child's needs are met. It will be the key person's role to liaise with parents and keep them updated with your child's progress. We will do our best to match your child with the right Key person. Although each child has a key person, all our staff look after and care for each child within the setting so you can be assured your child will be looked after by everyone. All the staff attend extensive training to support children's needs and ensure practice is up to date with current legislation.

All our children are planned for individually by the key person through observations; we also value your input in this process. Depending on your child's needs, we work alongside other agencies such as speech and language therapy, occupational therapy, physiotherapy etc, all of which is done with prior agreement from you.

#### **3. How will the curriculum be matched to my child's needs?**

Each child has a learning journal held on the tapestry platform which is individual to them. It contains records of observations, meetings with parents, copies of children's achievements and a grid showing where your child is developmentally in accordance with the EYFS (Early Years Foundation Stage). If your child is between 2 and 3 years of age they will have the statutory two-year check. In addition to this we will prepare an 'Individual Plan' if needed which will specify your child's individual needs and will be used in addition to other observation and planning next steps. Your child's observations are tailored to their interests and likes, which we believe will encourage them to want to learn and have fun.

#### **4. How will both you and I know how my child is doing and how will you help me to support my child's learning?**

Regular meetings will be arranged as and when they are necessary. This may mean half termly or more often if required. Your child will be closely monitored and observed on a half termly basis and next steps for his or her progress will be devised. Using the tapestry platform, we would encourage you to post observations of your child with significant home achievements, this forum can also be used to communicate utilising the private messaging area.

You can arrange to see your child's key person, the SENCO or the manager at any time to discuss their progress. We value your input from observations made at home.

#### **5. What support will there be for my child's overall well-being?**

This will depend on your child's needs. If he or she has a pre-existing condition we will complete a health care plan which will state their needs and give information on medication, dosage, storage and who will administer them. If any specific training is required, like diabetic nurse or EpiPen training, then this will be sought accordingly.

Whilst your child is with us, they will have an individual plan and one page profile, if your child requires an EHCP (Education, Health and care plan) this can be applied for either by yourself, the setting or other professionals. We would welcome having an input into the plan. If your child already has a plan when they start at the setting, we will follow this and work with professionals when appropriate to carry out the actions from the plan. Other concerns may be from a social point of view. It is our aim to be inclusive to all and to encourage the children to employ the same inclusivity to their peers. We endeavour to encourage all children to be respectful and kind to everyone.

#### **6. What specialist services and expertise are available at, or accessed by, the Early Years setting?**

Many of our staff are experienced and have accessed training in promoting positive behaviour. All staff are trained in paediatric first aid on a 3 yearly cycle. We also have staff trained in sign language (Makaton) and speech and language. The SENCO attends various training days specific to special educational needs such as Autism awareness and English as an additional language.

We have worked with various agencies including speech and language therapy, family outreach workers and inclusion support from West Sussex Children Childhood Services. We will not contact any outside agency without your knowledge and consent.

#### **7. How will my child be included in activities outside the Early years setting?**

Our policies state that we are inclusive to all where possible. If we are going on an outing, we will adapt so your child can access it. We ask for parents to help to provide a ratio of 2:1. If required we will have a ratio of 1:1 for your child so they can be included. We would liaise with you to ensure we are meeting your child's needs.

#### **8. How accessible is the Early Years setting environment.**

Due to the age and design of the building, wheelchair access is difficult because of the size of the doorways. But we are on one level and do try to ensure toys and equipment are accessible. We offer a large, safe enclosed outside space which is partially covered and there are a variety of surfaces including paving, soft play and grass. We have large and small climbing equipment so a child can be challenged. We endeavour to offer a variety of outside learning opportunities all year round, should your child choose to spend their time in the garden.

We operate on a free flow basis so your child can choose what they want to do. They will be supported by a member of staff as and when required.

#### **9. How will the Early Years setting prepare and support my child to join or transfer to a new setting/school?**

Once you have decided to send your child to us you will receive a registration pack where you will be able to detail their needs etc. We will then devise a health care plan if needed and assign a keyperson. We would advise you to come for a couple of visits with your child, but you may come for as many visits as you choose to help them settle in.

When the time comes for your child to start school, we will help you as much as we can. We have a transition plan which your child's key person will fill in. This highlights their needs and notes strategies that have worked in the setting. We will also set up a meeting with the school's SENCO, ourselves and you to discuss their needs. Additionally, we invite the teacher from the school to come in and meet your child in the setting so that they can see him or her in a familiar environment.

#### **10. How are the settings resources allocated and matched to children's special educational needs?**

If your child is accessing the Early Years Pupil premium (EYPP) or Disability Access Fund (DAF) we will use this to provide resources to suit your child's needs and help them to experience a fully accessible fun environment which they may not have access to outside the setting. The fund will also be used to increase staff ratios when going on trips and provide extra curricula activities such as specialist music and movement sessions.

#### **11. How is the decision made about what type and how much support my child will receive?**

The discussions with yourselves as parents, the manager and your child's key person will formulate the initial level of support. This will be under constant review. We may need to ask someone from

Early Childhood Services to come in and assess your child and help us to access additional funding to employ an extra member of staff if your child requires 1:1 care.

#### **12. How are parents involved in the early years setting?**

After initial discussions we will be consulting with you on a regular basis about your child's care. We value your input and any updates about their needs. The tapestry forum can be used for this.

If you would like to volunteer in the setting once your child has settled, we will ask you to carry out a D.B.S (Disclosure and Barring Service) Any help is gratefully received.

#### **13. What funding is available?**

Each child can access the universal funding for 3-4-year-olds the term after they turn 3. 2 year funding is available from the Local authority and is available to families from a lower socio-economic backgrounds, children who have additional needs etc this needs to be applied for

through this link [2 year old Local Authority Issued Early Years Funded Entitlement - West Sussex County Council](#)

We also taking working family Free entitlement which is available from the age of nine months however we cannot take children until the term they turn 2 due to lack of sleeping facilities. This is the link [Free Childcare for Working Parents: Apply for free childcare - GOV.UK](#)

#### **14. Who can I contact for further information?**

For any further information please contact the manager Wendy Groussin using the details at the top of this document.