



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

## **The ACE Centre Nursery School**

Reviewed: Sept 2025

Date to be reviewed: Sept 2026

Signed .....(Chair of Governors)

.....(Headteacher)

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## SECTION A: SCHOOL AND CHILDCARE ARRANGEMENTS

### A1 DEFINITION

High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children. Some children need educational provision that is additional and different to this. This policy sets out how the Ace Centre Nursery School will fulfil its duties as shown in the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND
- [The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the special educational needs (SEN) information report
- The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities
- The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- The [Governance Handbook](#), which sets out governors'/trustees' responsibilities for pupils with SEND

A child has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child has a learning difficulty or disability if she or he:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools and settings.

#### ***Aims and objectives:***

The Governors and staff of The ACE Centre Nursery School recognise that all children have a right to a broad, balanced, relevant and differentiated curriculum. We aim to create a happy, educationally exciting and positive environment in which all children can develop to their full potential and become confident, independent individuals.

We aim to:

- ensure that our curriculum is responsive to all children whatever their individual need.
- promote positive attitudes and individual confidence, ensuring all children experience success.
- identify, assess, record and regularly review children' special educational needs.
- encourage parents/guardians to be involved in planning and supporting at all stages of their child's development.
- make effective use of support services.

The purpose of this policy is to share how we will achieve this.

## **A2 ROLES AND RESPONSIBILITIES**

Provision for children with special educational needs and/or a disability is a matter for the Nursery School and the other services provided at the ACE Centre as a whole.

### ***Governors***

The Governors of the school, together with the Headteacher, have a legal responsibility for overseeing all aspects of the Nursery School's work, including provision for children with SEND, and for doing their best to ensure that the necessary provision is made for any child who has special educational needs and/or a disability. They should determine the school's general policy and approach to provision for children with SEND and establish the appropriate staffing and funding arrangements.

An appointed representative from the governing body is actively involved in self-review, with the Headteacher and SENCO, of the provision for children with special needs and/or disabilities and implementation of the policy within the school. The SEND link governor is Catherine Hayward.

The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this
- Work with the headteacher and SENCO to determine the strategic development of the SEND policy and provision in the school

### ***SENDCO***

The named Special Educational Needs and Disability Coordinator is Zoe Wakefield. She works closely with all staff, parents and outside agencies ensuring the best possible provision for children with special educational needs and/or disabilities.

She is responsible for:

- overseeing the day-to-day operation of the school's SEND policy
- Working with staff to coordinate provision for children with SEND
- ensuring the involvement of parents and guardians from an early stage and along with other staff, liaising with parents of children with SEND
- advising on a graduated approach to providing SEND support, liaising with and advising other members of staff
- helping staff to identify children with special educational needs and/or disabilities, assessing and planning for progress
- maintaining the school's special needs and disability register
- acting as designated teacher for looked after children with SEND
- advising on the deployment of the school's delegated SEND funding and other resources to meet children's needs effectively
- liaising with other early years providers, other schools, educational psychologists, health and care professionals, and independent or voluntary bodies
- Along with other staff, being a key point of contact with external agencies, especially the local authority and its support agencies

- liaising with potential and next providers of education to ensure a child and their parents are informed about options and a smooth transition is planned
- leading on and supporting the work of teachers, early years workers and teaching assistants, with regards to the teaching and learning of children with SEND.
- supporting the professional development of all staff with regards to SEND.
- liaising with the governors' representative

### ***Headteacher***

The Headteacher is Lynn Jenkins and she has overall responsibility for the management of provision for children with special educational needs and/or a disability. She keeps the governing body informed.

### ***Teaching Staff, Early Years Practitioners and Teaching Assistants***

Teachers and support staff are involved in the development of the school's SEND policy and implement the procedures for identifying, assessing and making provision for children with SEND, including planning for differentiation. The identification of SENDs is built into the overall approach to monitoring the progress and development of children. Key Persons are responsible for working with children on a daily basis and closely monitor children involved in interventions away from the main class. Key Persons work closely with the SENDCO and Teachers to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

## **A3 CO-ORDINATING AND MANAGING PROVISION**

The Headteacher / SENDCO / External Advisor meet frequently to discuss SEND issues.

The SENDCO meets with the key person / team to give support and advice as necessary. SEND policy and provision are discussed regularly at both staff meetings and senior leadership team (SLT) meetings in order to raise the achievement of children with SEND. SEND provision is an integral part of the School Improvement Plan. The SENDCO oversees the provision, including monitoring the placement of Teaching Assistant (TA) and Learning Support Practitioner (LSP) support throughout the Nursery School. This is dependent on the SEND requirements and this placement may change as the needs of the children change.

There is a weekly briefing meeting in which provision and the needs of individual children is discussed and during which the SENDCO/Lead teacher can offer advice and guidance. Staff unable to attend the meeting are able to access notes from the meeting in the black briefing file each week. There is opportunity for informal daily contact between staff to discuss concerns.

Parents/guardians are kept informed by their Key Person and are encouraged to be involved in the support of their child whenever possible. The SENDCO and key person also liaises with parents and children and those with statements or Education, Health and Care Plans have an Annual review with the SENDCO. Where there is a concern that parents need extra support, families can be referred to colleagues in other services within the ACE Centre or to the Health Visiting team or other health professionals. If the situation becomes more worrying, the EHA/TAF process would be used to identify areas for change and engage support from other professionals. Please refer to the Child Protection and Safeguarding Policy.

The ACE Centre Nursery School strives to be a fully inclusive school. It acknowledges the range of issues to be taken account of in the process of development. All children are welcome, including those with special educational needs or a disability, in accordance with the LA Admissions Policy. According to the Education Act 1996, (Section 316), schools will admit a child with a statement or Education, Health and Care Plan subject to the wishes of their parent unless this is incompatible with the efficient education of other children, and there are no reasonable steps that can be taken to prevent the incompatibility.

## **A5 SPECIALISMS AND SPECIAL FACILITIES**

Children's specific needs are initially discussed with parents/guardians when admission to school is requested and further discussed during home visits. Any previous setting, school and support agencies are contacted should this be appropriate. All staff have responsibility for teaching children with special educational needs and/or disabilities and should any specialist advice be required this will be arranged.

Where a child has a disability the SENDCO and key person make sure that all adults are informed about effective management strategies and that other children are made aware as appropriate. Advice is sought from outside agencies on how best to provide for the child's needs and this advice is shared with all those working with the child. Arrangements are made to allow as much independence as possible, but with support available as and when necessary (see Health and Safety Policy).

The SENDCO and Governor with responsibility for Special Needs liaise regularly to discuss provision within the school for all children with SEND.

### **Specialist training among the staff**

Staff training is undertaken in various aspects of SEND according to the needs of the children to ensure that the provision made and support given to children is appropriate and effective. The training needs of the staff including Learning Support Practitioners and Teaching Assistants are reviewed as part of the CPD process in school.

## **SECTION B: IDENTIFICATION, ASSESSMENT AND PROVISION**

### **B1 ALLOCATION OF RESOURCES**

All schools in Oxfordshire receive funding for children with SEND in three main ways:

- The Early Years Single Funding Formula covers teaching and curriculum expenses as well as the cost of the SENDCO.
- The Delegated SEND Funding covers the additional educational support required.
- Specific funds may be allocated to children with Education, Health and Care Plans.

The ACE Centre Nursery School, as part of normal budget planning, has a strategic approach to using resources to support the progress of children with SEND.

The ACE Centre Nursery School provides additional support up to the nationally prescribed threshold per child per year. Where the cost of special educational provision required to meet the needs of an individual child exceeds this threshold, schools are not expected to meet the full costs of more expensive special educational provision from their core funding. The Local Authority may provide top-up funding.

We provide 2 year old funded places in our ACE Childcare Nursery and in ACE Preschool. Some children are referred to us by EYSENITs (Early Years SEN Inclusion Teachers). The ACE Centre Nursery School and these other on-site services work closely together as one setting – sharing resources and expertise.

## **B2 IDENTIFICATION, ASSESSMENT AND REVIEW**

The progress of the children is assessed at regular intervals by staff as part of the school's tracking process - see Teaching, Learning and Curriculum Policy (Incorporating Assessment for Learning Policy) and Equal Opportunities Policy. Where progress is slow, the first response is high quality targeted teaching. Slow progress and low attainment do not necessarily mean that a child has SEND.

All those working with children are alert to emerging difficulties and respond early. In deciding whether to make special educational provision, the Headteacher and SENDCO consider all the information gathered from within the school about the child's progress, alongside national data and expectations of progress.

Where more specific assessment is deemed to be necessary, this will be carried out by the SENDCO/Lead teacher, who may then involve other professionals from outside the school. The information gathering will include an early discussion with parents and children as appropriate to their age/stage of development. The ACE Centre Nursery School recognises that parents know their children best and we ensure we listen to and understand when parents express concerns about their child's development. Consideration of whether special educational provision is required starts with the desired outcomes for the child, including the expected progress and attainment and the views and wishes of their parents.

The Local Authority (LA) SEND Guidance is used as a guide for the identification, assessment and provision for SEND, and the forms provided are used for record-keeping. A register of children with SEND is kept as a legal requirement.

Criteria for identifying SEND may include:

- A child's early history and/or parental concern
- Low entry profile
- A child's lack of progress despite receiving a differentiated curriculum
- Low achievement in Early Years Foundation Stage i.e. significantly below the expected level for their age
- Requiring greater attention in class due to behavioural/learning difficulties
- Requiring specialist material/equipment or support for sensory/physical problems

The SENDCO and the Key Person, together with specialists, and involving the parents and children (as appropriate to their age/stage of development) consider a range of teaching approaches, appropriate equipment, strategies and interventions in order to support the child's progress. Outcomes are agreed and progress reviewed regularly.

Where, despite the school providing SEND support, a child has not made expected progress, school and parents may consider requesting an Education, Health and Care assessment by the Local Authority (LA). As part of this request, schools must evidence to the Local Authority actions that have been taken as part of SEND support.

SEND reviews are held each term and led by the SENDCO or Key Person. They provide an opportunity for parents to share their concerns and, together with the child (as appropriate to their age/stage of development) and Key Person, agree aspirations, next steps and strategies to support learning and development for the child.

### ***Categories of Special Educational Need and Disability***

Children's needs and requirements fall into four broad areas, but individual children may well have needs which span two or more areas. For example, a child with general learning difficulties may also have communication difficulties or a sensory impairment.

- Communication and Interaction: Speech, Language and Communication needs  
Autistic Spectrum Disorder including Aspergers and Autism
- Cognition and Learning: Learning difficulties, Specific Learning Difficulties e.g. dyslexia, dyspraxia, dyscalculia
- Social, Emotional and Mental Behaviour reflecting underlying health difficulties: mental health difficulties (e.g. anxiety, depression). Attention deficit disorder, attention deficit hyperactive disorder, attachment disorder
- Sensory and/or Physical: Hearing Impairment, Visual impairment, Physical disability, Multi-sensory impairment

### **Supporting children with medical conditions**

Where children with SEND also have medical needs, their provision is planned and delivered in a co-ordinated way with the healthcare plan. School has regard for the statutory guidance supporting children at school with medical conditions (DfE, 2014). See the Supporting Children with Medical Conditions Policy.

## **B3 CURRICULUM ACCESS AND INCLUSION**

The ACE Centre Nursery School strives to be an inclusive school, engendering a sense of community and belonging through its

- inclusive ethos
- broad and balanced curriculum for all children
- systems for early identification of barriers to learning and participation
- high expectations for all children

Provision for children with SEND is additional to or different from those provided as part of the school's usual differentiated curriculum and strategies. Such provision is recorded on children's SEND Support Documentation. When a child is identified as needing SEND support, the school employs a graduated approach of **Assess-Plan-Do-Review** adopting the recommended model for Special Educational Needs and Disabilities as set out in the Code of Practice (DfE 2014).

### **Assess**

The lead teacher and the SENDCO will carry out a clear analysis of the child's needs. The views of parents will be taken into account. The school may also seek advice from external support services. Assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's need.

### **Plan**

In consultation with the parents, the teacher and the SENDCO will decide which adaptations and support will be put into place, the expected outcomes, and a clear date for review. All

practitioners will be made aware of the child's needs, the outcomes identified, the support provided and any teaching strategies or approaches that are needed. Parents will be fully aware of the planned programme and how they can support this at home.

### **Do**

The lead teacher retains overall responsibility for the progress of children with SEND. They will work closely with Nursery staff, Learning Support Practitioners (LSPs) or specialist staff involved, to plan and assess the impact of support and interventions. The SENDCO will support the teacher in further assessing the child's particular strengths and weaknesses, in problem solving and advising on how to implement support effectively.

### **Review**

The effectiveness of the support and interventions and their impact on the child's progress will be reviewed in line with the agreed date. This evaluation will be based on:

- The views of the parents and the child
- The level of progress the child has made towards their outcomes
- The views of the Nursery staff who work with the child

The teacher and the SENDCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents.

## **B4 EVALUATING SUCCESS**

Parents/carers, staff and children meet regularly, both formally and informally, to plan outcomes, revise provision and celebrate success.

The success of the school's SEND Policy and provision is evaluated through:

- Monitoring of classroom practice by SENDCO / Headteacher
- Analysis of child tracking data and assessments – for individual children and for cohorts
- Monitoring of procedures and practice by the SEND governor three times a year
- School self-evaluation
- Monitoring the quality of children's individual SEND provision, support documentation and review meetings
- The School Improvement Plan
- The SEND information report

## **B5 COMPLAINTS PROCEDURES**

If a parent or carer is concerned about SEND provision for their child, initial contact should be made with the Key Person. A meeting will be arranged, which may include the Headteacher and/or SENDCO, to discuss the concern. Parents can request an appointment with the Headteacher directly.

The SENDIASS Oxfordshire Service (formerly the Parent Partnership Service) is available to support parents in meetings concerning their child's progress and welfare. SENDIASS is an abbreviation for the Special Educational Needs and Disability Information, Advice and Support Service.

In the event of a formal complaint concerning SEND provision, parents/guardians are advised to contact the Headteacher and follow the Oxfordshire complaints procedure in the first instance. Parents may also contact the Governing Body. Government guidance about complaints can be found on the Department for Education (DfE) website here:

<https://www.gov.uk/complain-about-school>

## **SECTION C: PARTNERSHIP WITHIN AND BEYOND THE SCHOOL AND CHILDCARE**

### **C1 STAFF DEVELOPMENT**

The ACE Centre Nursery School is committed to gaining further expertise in the area of SEND education. Current training includes whole school INSET, Online training subscription with NASEN, specialist training courses and sessions for specific staff or groups of staff, attendance at County meetings and the reading and discussion of documents on SEND. Staff meetings are arranged to respond to the particular needs of the school.

### **C2 LINKS WITH OTHER AGENCIES, ORGANISATIONS AND SUPPORT SERVICES**

The ACE Centre Nursery School is able to call upon the expertise of a wide range of support services. These support services are consulted after discussion with the Headteacher or SENDCO, and with the full agreement of parents. For assessment and advice from most of these services, a request form must be filled in first, then additional information may be required e.g. the service's own checklist, and information about strategies already in use. The SENDCO holds contact addresses and request forms for other agencies and support services.

### **C3 PARTNERSHIP WITH PARENTS**

Our Nursery school believes that good communication between parents/carers and staff is essential so that parents can share their knowledge and expertise about their child. This is important in enabling children with special educational needs and/or a disability to achieve their potential.

Parents are always welcome to visit the school to discuss any concerns about their child with their child's Key Person, the SENDCO/head teacher, at a mutually agreed time. There is opportunity for parents to discuss their child's needs, progress and strengths at parent meetings and consultations and SEND Review meetings. In addition, informal discussions between parents and their Key Person often happen during drop off and collections times, where this is possible. Parents are involved in the initial identification of their child's needs and are always part of the review process to monitor provision and progress. Wherever possible, parents are involved in any strategies instigated, and we aim to support parents with their child's individual needs. Parents are consulted and permission sought before involving outside agencies in the assessment of a child's progress or attainment. Information about the SENDIASS Oxfordshire Service is available to parents so they may use it if they wish. Parents have right of access to records concerning their child.

### **C4 THE VOICE OF THE CHILD**

The voice of the child is always included in discussions about their learning and development. This may take different forms, depending on children's age and stage of development. For example, where a child may not be able to verbally contribute to discussions, we can use written and photographic observations of their interests, preferences, likes, dislikes, learning and development. Some children may be able to communicate their thoughts or preferences through choosing, discussing and/or sorting pictures or photos. Children may be present for at least part of review meetings if appropriate (depending on their age and stage of development), to share their wishes and feelings with families and staff.

## **C5 TRANSFER ARRANGEMENTS**

When a child is moving on to their next setting or school The ACE Centre Nursery School will, in consultation with parents:

- Support parents in visiting schools and understanding what choices are available to them.
- Liaise with the receiving school's Headteacher, SENDCO teacher and Teaching Assistant when appropriate.
- Arrange extra school visits prior to entry, supported by nursery staff if necessary.
- Offer the opportunity for receiving staff to visit the child in Nursery School.
- Provide assessment and records for the receiving school.
- Review the child's Education, Health and Care Plan as appropriate, inviting the receiving school to the review meeting.

## **C6 Monitoring and Review**

The implementation of this policy will be monitored by the SEND Governor. This policy will be updated in line with new initiatives together with any streamlining of school processes. This policy will be reviewed annually.

SEN information report: The ACE Centre Nursery School publishes a SEN information report on its website, which sets out how this policy is implemented in the school. The information report will be updated annually and as soon as possible after any changes to the information it contains.