

## SEN/D Information Report 2023-24

In this report, you can find out how we implement the school's Special Educational Needs and Disability Policy and Southwark's Local Offer at Kintore Way. It contains answers to some of the most frequently asked questions. This document is reviewed annually and updated as necessary to reflect any changes.

### What kinds of Special Educational Needs and/or Disabilities does the nursery cater for?

At Kintore Way, we provide for the four broad areas of Special Educational Need as defined by the SEN/D Code of Practice [2014]. They are:

Area of Need	Definition	Examples
Communication and Interaction	Some children have difficulties with speech, language and interaction.	Speech articulation, stammering, expressive and/or receptive language delay, social communication difficulties, e.g. autism)
Cognition and Learning	Some children have difficulties accessing, retaining and applying knowledge, understanding and skills.	Moderate learning difficulties, specific learning difficulties, [e.g. dyslexia, dyscalculia], severe learning difficulties, complex learning and profound multiple learning difficulties.
Social, Emotional and Mental Health Difficulties	Some children have difficulties which result in challenging or withdrawn behaviours.	Anxiety, depression, eating disorders, obsessive, compulsive disorder (OCD).
Sensory and/or Physical Needs	Some children have sensory and/or physical impairments.	Visual impairment, hearing impairment, physical disabilities

### Who should I contact if I want to discuss special educational needs and/or disabilities?

At Kintore Way, we believe that providing effective support for children with special educational needs and/or disabilities [SEN/D] is the responsibility of every member of staff who works in our setting. This is overseen by the Federation's SENCo, Sue Howlett. Sue is a qualified teacher and holds the NASENCO award for Special Educational Needs Co-ordinators. She works collaboratively with Rebecca Sherwood, the Executive Head Teacher, and Christine Zanabi [Deputy Head Teacher] to deliver the nursery's SEN/D offer.



The team coordinate and monitor the Federation's provision for children with SEN/D to ensure it is robust and effective in meeting children's needs and enabling progress. They provide information and support to staff and organises any additional training that may be required. They also liaise with other agencies who are involved in supporting individual children.

Contact details:

Sue Howlett: [showlett@grove.southwark.sch.uk](mailto:showlett@grove.southwark.sch.uk) Tel: 020 7701 6629

Rebecca Sherwood: [rsherwood@kintoreway.southwark.sch.uk](mailto:rsherwood@kintoreway.southwark.sch.uk) Tel: 020 7525 1196

### **What is the general provision available at Kintore Way?**

At Kintore Way, we have fully-inclusive nursery classes that cater for children aged 2, 3 and 4 years old.

### **How will I know if my child has special educational needs?**

Your child will be allocated to a class team on entry to nursery. All the members of the class team work together to support the children. The team assesses the progress your child is making against the Early Years' Framework and will share this with you. Staff have a thorough understanding of young children's development so can quickly identify any barriers to learning that are inhibiting progress and might indicate that your child has a special educational need that warrants further investigation. This will be discussed with you and appropriate next steps to support your child can then be planned, implemented and reviewed, using a 'Team Around the Child' [TAC approach].

If your child is starting nursery and you feel he/she may have a special educational need and/or disability that has not already been formally identified, please share this information with us. The class teams are keen to work in partnership with you. We know that the earlier we can identify additional needs and establish effective interventions for young children, the greater the impact on future progress.

### **My child has already been identified as having special educational needs and /or disabilities. What will happen before he/she starts nursery?**

We will spend time getting to know you and your child before he/she starts nursery. You are always welcome to arrange a visit with your child to have a look around and we offer a home visit. When your child is offered a place, a member of the class team will talk with you to find out more information about your child's needs. If your child has a medical condition, the class team will develop a care plan, detailing your child's health needs and what action to take in an emergency (see the school's 'Supporting Children with Medical Conditions Policy' on the website for more details.)

Once your child has started nursery, the class team will regularly observe and assess him/her and there are regular opportunities to meet with you to discuss this [see below for more details].

### **Can my child with special educational needs and/or disabilities access the same opportunities as other children at Kintore Way?**

Yes. We believe strongly that this is every child's entitlement. The nursery is fully accessible and staff make reasonable adjustments to both indoor and outdoor learning opportunities and resources so that every child can engage meaningfully with them. This may include placing activities at floor level for children who have limited mobility or using objects of reference to help children transition from one activity to another or make choices about what they want to do next.

### **My child's name has been placed on the nursery's special educational needs and/or disabilities register. What does this mean?**

The nursery has a register of children with SEN/D that is updated every term by the SENCo team. Your child's name will be placed on this if he/she has an Education, Health and Care Plan [EHCP], if he/she has additional needs that have been identified by a specialist, e.g. Speech and Language Therapist, Paediatrician [SEN/D support] or if a referral for their input has been made.

Your child's name does not automatically remain on the SEN/D register; if, as part of the graduated approach [see below], reviews show that your child's needs are no longer a barrier to learning and can be met through access to quality first teaching, his/her name will be removed.

**I have been told my child might need an Education, Health and Care Plan. What does this mean?**

An Education, Health and Care Plan is a legal document that describes a child or young person's special **educational, health and care** needs. It explains the extra help that the Local Authority has decided should be given at school to meet those needs and how this will support the child or young person to achieve what they want to in their life. It is highly personalised and sets out what the nursery must do to support your child. All the agencies that are involved in your child's education, health and care are required to contribute to it and it is reviewed with you and your child at least annually to ensure that it continues to meet your child's needs.

If your child receives an Education, Health and Care Plan or enters nursery with one in place, this means the school has a statutory duty to implement its content. The class team will meet with you to decide which outcomes in the plan to focus on.

**I believe my child needs an Education, Health and Care Plan. How does the nursery support with this?**

As a parent, you can initiate an application for a needs' assessment for an Education, Health and Care Plan for your child. The nursery is also able to make an application on your child's behalf with your consent. If you feel that your child would benefit from this, please talk to the SENCo or SENCo assistant who will be able to advise as to the most appropriate time to initiate this and can provide you with information regarding the evidence that the nursery is required to submit to the Local Authority to support the application. This includes;

- Detailed information about your child's education, health and care needs and evidence of any significant barriers to learning that these create at nursery.
- Evidence that the nursery has implemented the Assess, Plan, Do, Review cycle [as set out in the SEN/D Code of Practice and nursery's SEN/D policy], details of any support and interventions that have been implemented and the impact that these have had on your child's progress.
- Evidence of any specific meetings and discussions relating to your child's needs, e.g. 'Team Around the Child' meetings.
- Any diagnostic medical reports detailing the nature of your child's needs.
- Information from partner agencies who are supporting your child, e.g. speech therapy goals and interventions, educational psychologist's Note of Visit, input from occupational therapy or physiotherapy, etc.

We fully appreciate that this can be an anxious time for you as a parent and that you may want to move forward quickly with your child's needs' assessment application. However, as the evidence submitted by the nursery is critical in supporting this, it is important to acknowledge that it will take some time to collect and collate. The nursery has to be able to evidence very clearly how your child's needs are impacting on learning, what advice we have sought and implemented from other professionals, what interventions and support we have put in place to help your child and how successful these have been. We will update you regularly and of course, keep you fully informed of all developments, but please do discuss any concerns you may have with the SENCo or SENCo Assistant.

*Example of a typical needs' assessment application timeline for a child entering the nursery in September and leaving to move onto primary school in July;*

□

Stage 1 – Sept to Dec	Stage 2 – Jan to Mar	Stage 3 – Apr to July
Child enters nursery. Parent requests that a needs' assessment for an EHC Plan is made by SENCo team. Team collect evidence to identify child's barriers to	Depending on outcome of REVIEW, an application for a needs' assessment may be made by the SENCo team with parental consent, supported by	Depending on outcome of REVIEW, an application for a needs' assessment may be made by the SENCo team with parental consent,

learning, seek advice from professionals supporting child and implement ASSESS, PLAN, DO, REVIEW cycle. Regular updates provided to parent.

sufficient evidence. Alternatively, repeat actions from Autumn Term to gather further evidence.

supported by sufficient evidence. SENCo team support child's transition to primary school with robust handover.

Please note, if your child has needs that are very profound and complex, affect multiple aspects of development and create immediate and significant barriers to learning, please speak to the SENCo or SENCo Assistant who will discuss making an application for a needs' assessment with you as soon as your child is admitted to nursery.

### **What is the Disability Access Fund? Is the nursery eligible to receive this money for my child?**

As of April 2017, nurseries have been able to apply to the Local Authority for Disability Access Funding. This is a one-off annual payment for any 3 or 4 year old receiving Disability Living Allowance and its purpose is to help the school improve access to our provision. If your child is aged 3 or 4 and receives Disability Living Allowance, please let staff know. We will ask you [if you are agreeable] to bring in your letter from the Department of Work and Pensions that states that your child is eligible and submit a copy to the local authority in order to access the funding.

### **What is the Early Years SEN Inclusion Fund?**

If your child has SEN/D and requires additional support over and above what is universally offered at nursery, the school can make a request to the Early Years SEN Inclusion Fund. A request form is completed with your consent, detailing your child's strengths, areas of need and information about the additional support required; this will be shared with you to sign. The form will then be sent [along with supporting evidence] to the Early Years SEN Inclusion Fund Panel who will discuss it and decide which level of funding, if any, will be awarded to the nursery. Applications can be made for any child with SEN/D aged 3-4 years or any 2 year old in receipt of Disability Living Allowance.

### **When will I be able to talk to staff about the progress my child is making and the support he/she receives?**

You will have regular opportunities to meet with the class team and discuss your child's progress and the support he/she receives. These include;

- On-going, day-to-day contact.
- Termly parent conference meetings.
- Team Around the Child [TAC] meetings. These are additional meetings to review your child's needs and progress and plan further interventions if needed, e.g. a referral to another agency that can support your child. Whenever possible, the outside agencies already involved in your child's care attend. This is important as it gives everyone an opportunity to talk together with you and share information.

Outcomes and actions arising from TAC meetings are recorded. You keep a copy and the nursery's copy is stored securely at school. If your child requires a referral to an outside agency, the appropriate form will be completed and sent securely to either Early Help or Sunshine House to be actioned. The same arrangements for safe storage of this document apply.

### **What kind of support will my child receive at the nursery?**

We use a **graduated approach** to support children with special educational needs and/or disabilities at Kintore Way. This means that we;

- **Assess** your child to find out what he/she can do now and needs to do next and share this with you
- **Plan** with you what is needed to support this [see below].
- **Do** the plan
- **Review** with you what has been put in place to see if it has been effective or if further intervention and support is needed for your child, repeating the assess, plan, do, review

cycle again as necessary. Further details of the graduated approach can be found in the special educational needs policy on our website.

There are three waves of support available. These are;

#### Wave 1: Quality First Teaching

This is delivered universally to all children by the experienced class teachers and early years' educators in the nursery. At Kintore Way, staff seize teachable moments; staff respond to what children are engaged in and support them to develop and extend their existing knowledge, understanding and skills through play. Children are encouraged to be independent, 'active' learners who feel confident to solve problems and challenge themselves. Staff are aware of individual children's learning styles and next steps and utilise approaches and resources that support and develop these to enable them to make progress. Additional resources are used to maximise children's involvement with their learning, e.g. an interactive visual timetable of the school day, song choice board, Makaton signs.

#### Wave 2: Additional Interventions to enable children to work to their maximum potential

Some children with special educational needs and/or disabilities may require provision that is additional to or different from the universal support that is offered in Wave 1 to ensure they make progress. This may be a nursery-based intervention, such as a language group or an individualised behaviour plan. Alternatively, your child may be receiving intervention from an outside agency, e.g. speech and language therapy, the Early Years Autism Support Service or the Educational Psychologist.

#### Wave 3: Additional, highly-personalised interventions

A few children require an individualised curriculum that is specific to them to ensure they make progress. In this case, your child will usually have, or be awaiting, an Education, Health and Care Plan that sets out the long and medium term outcomes he/she is working towards, based on the information provided by the agencies that support him/her. You will have the opportunity to meet regularly with your child's class team to plan and review the short-term targets that contribute to these long and medium-term outcomes. Outside agencies will visit your child in nursery and provide information and support.

**Your child will continue to receive Quality First Teaching, regardless of the wave of support they are accessing.**

### **What specialist resources and approaches are available for my child with special educational needs and /or disabilities to access?**

At Kintore Way we offer:

- Sensory room
- Soft Play
- assisted changing facilities
- wheelchair access throughout
- visual timetables and Now/Next boards
- access to a whole communication approach (Makaton, visuals, objects of reference)
- regular sensory play opportunities within the nursery setting
- We also work with outside agencies to provide specific resources for individual children who require them [e.g. standing frames, mobility aids]
- Personal Emergency Evacuation Plans and individual risk assessments as appropriate

### **What outside agencies does the school work collaboratively with?**

We regularly work with the following agencies to support individual children with special educational needs and /or disabilities;  
Southwark Autism Team, visual impairment team, occupational therapy, physiotherapy, hearing impairment team, speech and language therapy, educational psychology, KIDS, early help, social care, paediatric team.

### ***What does the nursery do to promote children's social, emotional and mental health and wellbeing?***

One of the prime areas of learning in the Early Years' Framework is Personal, Social and Emotional Development. Children are encouraged and supported to develop skills to self-manage and self-regulate and build relationships with others. The class team members are conscientious in getting to know him/her and regular observations and assessments help to ensure early identification if there are any changes in his/her personal, social and emotional development that will then be discussed with you.

### ***How does the nursery ensure my child's views are listened to and included?***

Very young children with special educational needs and/or disabilities are often still developing their communication skills so expressing their views on provision the provision they receive verbally can be a challenge. We are exploring alternative ways we can support your child to share his/her views meaningfully, e.g. using visual supports to indicate preferences. We also observe your child, recording his/her responses and we consult regularly with you as your child's representative.

### ***How are children safeguarded at nursery?***

We take our statutory responsibility to safeguard children extremely seriously. The nursery's safeguarding policy sets out in detail the expectations and procedures for this. Staff are fully aware of the needs of children with special educational needs and/or disabilities as a vulnerable group and consistently keep this in mind. If you have safeguarding concerns about any child, please talk to a designated member of staff as soon as possible. The designated staff are Rebecca Sherwood [Executive Head Teacher], Joy Ross [School Business Manager], Terry Cole [Deputy Head Teacher – Under 3's] and Christine Zanabi [Deputy Head Teacher].

### ***How will the nursery store my child's information?***

All records for children with SEN/D are stored securely in line with the guidelines as stipulated in the Federation's Data Protection policy.

### ***My child is moving to primary school. What arrangements are in place to support the transition?***

When it is time for your child to leave Kintore Way, we implement a robust transition with the receiving school. The SENCo team make sure that information about your child is sent securely to the primary school's special needs coordinator and liaise to ensure that he/she is fully aware of your child's additional needs. The Local Authority also employ a team of SENDIP [Special Educational Needs and/or Disabilities Inclusion Practitioners] who you can be referred to. They will work with you and your child to support the transition process.

### ***What should I do if I have a complaint?***

If you have any concerns or complaints regarding the care or welfare of your child, please speak to the class team, SENCo team or Executive Head Teacher who can advise on formal procedures for complaint [see the Complaints' Policy.]

### **Where can I find out more information about special educational needs and/or disabilities in Southwark?**

You can visit the Southwark Local Offer website at [www.southwark.gov.uk/localoffer](http://www.southwark.gov.uk/localoffer). The Local Authority are always keen to hear from parents and carers and, like the nursery, encourage you to get involved in shaping provision for children with Special Educational Needs and/or Disabilities.

All Southwark maintained schools adopt a similar approach in meeting the needs of pupils with Special Educational Needs and/or Disabilities (SEN/D.) This is in accordance with the Local Offer and schools are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible educational progress. All schools are supported to be as inclusive as possible, with the needs of pupils with SEND met in mainstream settings wherever possible, in accordance with the wishes of individual parents and carers.

#### *Other useful websites*

[www.familylives.org.uk](http://www.familylives.org.uk) – for information and support for children and families with SEN/D

<http://www.autism.org.uk/> the website of the National Autistic Society

<http://www.talkingpoint.org.uk/> for information on children's communication

<http://www.ican.org.uk/> for information on language delay

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> legislation

#### Links with other Policies

SEN/D, Admissions, Transitions, Relationships, Health and Safety, Safeguarding, Complaints, Data Protection