

Ann Bernadt Nursery School

Special Educational Needs and Disability (SEND) Information Report

VISION/MISSION

At the Ann Bernadt we are fully committed to giving all our children access to high quality early years education, recognising the importance of laying a firm foundation for later learning. Our aim is to provide a rich and relevant curriculum through play, enabling children to make the best possible progress. We are dedicated to inclusion and our strength lies in responding to children's diverse learning needs. We actively seek to remove the barriers to learning and participation which may hinder or exclude children. It is our wish to see our children thrive and feel valued as members of the wider school community.

We understand that children who have special educational needs may require adult support in order to access the curriculum and make progress. With this in mind we ensure that the range of support deployed will be tailored to individual need, following thorough assessment by internal or external agencies. Where appropriate we provide additional input through allocation of trained Special Educational Needs Support Workers and targeted support through individual and group work. Every child has a Learning Journey which identifies areas of learning for further development and where there is a need a Communication Passport will be put in or in some cases, Early Help Delivery Plans (EHDPs) are devised in collaboration with parents/carers and professionals to ensure that each child is suitably catered for. We embrace multi-agency working while recognising the importance of parents/carers as children's primary educators. We are dedicated to working in partnership with parents and value parental input.

Information about the setting:

Ann Bernadt Nursery School is a wholly inclusive setting located in the Peckham area of the London Borough of Southwark. We cater for nursery aged children (3-4years) and 2 year olds eligible through Southwark Council's criteria (please see Admissions Policy). The maximum number of children in the 3-4 years' provision is 155. The 2 year old provision can accommodate 48 children. The entitlement for children in the setting is free 15 hours of education per week.

WHOLE SCHOOL/SETTING APPROACHES

Information on policies, people and statutory guidance

All Southwark maintained schools have a similar approach to meeting the needs of pupils with Special Educational Needs and Disabilities (SEND) and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. All schools are supported to be as inclusive as possible, with the needs of pupils with a Special Educational Need/s and or Disabilities being met in a mainstream setting wherever possible, where families want this to happen.

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School policies and statutory guidance

The SEND information report should be read in conjunction with other key school policies that are accessible on the schools website (PDFs available to be downloaded): Teaching and Learning Policy, Safeguarding Policy, Admissions Policy (which features transition) Behaviour Policy, Transition Policy, Equalities Policy, Administration of Medicine Policy and Policy for Intimate care.

The specific objectives of our SEND Information Report are as follows:

- to identify pupils with special educational needs and disabilities and ensure their needs are fully met
- to commit to ensuring children with special educational needs and disabilities are included in all of the school activities on offer, accessing at appropriate level with support if needed
- to ensure that all learners make the best possible progress while staff maintain high expectations
- to keep parents informed of their child's special needs and provision, promoting effective communication between parents/carers and school
- to enable learners to express their views and consult with them where possible (appropriate to age related understanding)
- to aim for effective, home-school partnership and involve outside agencies when appropriate

The success of the nursery school's SEND Information Report will be judged against the aims set out above. The Governing Body will ensure that it makes appropriate special educational provision for all pupils identified as in need of it. The Governing Body will review subject leader's reviews in the school self-evaluation reports to ensure successful implementation of the school's policies including the SEND Information Report. The Information Report will be reviewed annually in response to adjustments made to the Local Authorities Local Offer and following analysis and assessment of the needs of children attending the school. Effectiveness of the provision provided for children will be made using data analysis and provision mapping. An annual update report for parents will be accessed via the school website at: <http://annbernadtnursery.co.uk>

With a view to school improvement, a questionnaire is handed to parents/carers of children with SEND during the final term prior to joining primary school. This is an opportunity for parents to convey their thoughts on the quality of support their child has received while at Ann Bernadt. The feedback from the questionnaires assists us in making improvements in our practice.

Types of SEN, disability and medical needs

The Code of Practice 2015 states that:

'A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age'.

The four broad areas of need identified within the SEN Code of Practice 2015 are:

- Communication and Interaction (e.g. speech articulation, stammering, speech and language delay, autism etc)

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- Cognition and Learning (e.g. global learning difficulties, dyslexia, dyscalculia etc)
- Social, Emotional and Mental Health Difficulties (e.g. anxiety, depression, eating disorders, obsessive, compulsive disorder (OCD) etc)
- Sensory and Physical Needs (Visual impairment, hearing impairment, sensory needs (e.g. autism), toileting issues, physical disability etc)

Ann Bernadt Nursery School is committed to using its best endeavours to meet the SEND needs of all children who attend the setting.

Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs (SEN) disability or medical issues?

Class Teacher

If you have concerns about your child you should speak to your child's class teacher first. You may then be directed to the SENCo. The class teacher is responsible for:

- ✓ Adapting and refining the curriculum to respond to strengths and needs of all pupils.
- ✓ Checking on the progress of your child and identifying, planning and delivery of any additional support.
- ✓ Contributing to devising personalised learning plans to prioritise and focus on the next steps required for your child to improve learning.
- ✓ Applying the school's SEND Information Report.
- ✓ Overseeing SEN Support Workers who offer additional support to children with SEN within each class.
- ✓ Following any recommendations made by the SENCo or external specialists.
- ✓ Carrying out on-going assessment within class.

Special Educational Needs Co-ordinator (SENCo) – Lynn Whyte

Depending on when and how your child's special needs have been identified you are warmly invited to speak with the school's SENCo. You can request a meeting through the Class Teacher or Early Years Educator in your child's class. You can also approach the SENCo directly. The SENCo is responsible for:

- ✓ Coordinating day to day provision for children with SEND
- ✓ Line managing SEN Support Workers, while promoting high quality SEND practice across the wider team of staff.
- ✓ Developing and regularly updating the school's SEND Information Report.
- ✓ Providing specialist advice and facilitating training to ensure that all staff are skilled and confident about meeting a range of needs.
- ✓ Making referrals to and liaising with a range of agencies outside of school who can offer advice and support to help pupils overcome any difficulties.
- ✓ Assessing or organising assessment of children where there are additional concerns.
- ✓ Ensuring that parents/carers are:
 1. Involved in supporting their child's learning and access
 2. Kept informed about the range and level of support offered to their child
 3. Included in reviewing their child's progress
 4. Consulted about planning successful movement (transition) to a new class or school
- ✓ Analysing progress of SEND children

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- ✓ Updating the school's SEN/D register
- ✓ Carrying out and sharing risk assessments for children with SEN/D
- ✓ Completing Education, Health and Care Plan requests for children with SEN/D
- ✓ Reporting to Governors
- ✓ Ensuring that the Administration of Medicine policy is adhered to and that the medical needs of children are met

The role of Special Educational Needs (SEN) Support Workers:


An SEN Support Worker may be allocated to work with a pupil with special educational needs and/or disabilities, or may provide specialist support in a particular area, for example promoting communication and language. Whilst they take a very valuable role in your child's education we would prefer that questions regarding your child's learning and progress are directed to the class teacher or SENCo. Notably, the class teacher and SENCo are fully involved in any support offered and make the decisions, in conjunction with the parents/carers, on the type of support and interventions needed. A child may receive support from a number of adults, and a conversation with the class teacher or SENCo will give you a fuller picture than may be obtained from a single supporting adult. Of course, as a school we welcome regular dialogue between parents and all staff on how a child's day has been and we do actively encourage this continued feedback.

Head of School – Lynne Cooper

Head of School is responsible for:

- ✓ The day to day management of all aspects of the school, including the provision made for pupils with SEND
- ✓ She will give responsibility to the SENCo and class teachers but is still responsible for ensuring that your child's needs are met.
- ✓ Organisation of appropriate training in relation to SEND in collaboration with SENCo
- ✓ Recruiting and deploying SEN Support Workers in consultation with the SENCo
- ✓ The Head of School must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND

SEND Governor – Gosia Rossi

 In the absence of a SEND Governor the Chair of Governors will assume this responsibility
Contacted by: a personal request made via the SENCo, telephoning the school for an appointment or by writing to them via the school office.

The SEND Governor is responsible for:

- ✓ Ensuring that the school has an up to date SEND Information Report
- ✓ Checking that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school
- ✓ Ensuring that the school's SEN funding is appropriately spent.
- ✓ Checking that the necessary support is made for any child who attends the school who has SEN and/or disabilities.
- ✓ Making visits to understand and monitor the support given to children with SEND in the school and being part of the process to ensure your child achieves his/her potential in school.

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Wider World of School: Intimate Care

Intimate Care/Toileting Needs

- The setting has a toileting policy that sets out procedures that should be followed to support children who have toileting issues.
- There are changing units in Purple and Blue Room bathrooms, as well as within the two Nursery bathrooms (larger cubicles with support bars and step).
- A disabled toilet with fold down changing table is available next to the hall.
- All bathrooms contain spare clothes, rubber gloves, disposable wipes, and nappy bags to enable them to support the cleaning or changing of children with these issues. Parents are always informed when this has been necessary.
- Sequencing cards, symbols and social stories are used to support parents where children have toileting needs. A toileting book is available to support toilet training.
- Parents will also be encouraged to attend 'Poos and Pees' (workshops for parents to support toilet training of children with special needs) or CAMHs (Child Adolescent Mental Health - when toileting difficulties appear to be emotionally related).

Medical Needs

- Separate policy and system for administration of medication
- Care plans for pupils with medical needs
- Trained paediatric first aiders (to support children)
- Trained First Aider at Work (to support adults)

Approaches to Teaching and Learning

Our belief is that the achievements, attitudes and well-being of all our children matter. We provide suitable learning challenges for each child based on our knowledge of their interests, learning styles, and schematic play. All of our children's progress is assessed against the Early Years Foundation Stage to ensure a consistent approach. Our wish is to see all children reach their full potential through tailored learning approaches which take account of their varied life experiences and needs. We promote individuality and celebrate the achievements of all our children irrespective of age, ethnicity, disability, gender or background.

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The guiding principles of the Early Years Foundation Stage (EYFS) are:

- **A Unique Child**– every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationships**– children learn to be strong and independent from a base of loving and secure relationships with parents and/ or a key person.
- **Enabling Environments**– the environment plays a key role in supporting and extending children’s development and learning.
- **Learning and Development**– children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and interconnected.

The curriculum is made up of **3 Prime Areas** and **4 Specific Areas** of learning. All areas are important and inter-connected and focus on the individual needs of each Unique Child.

The 3 Prime Areas - are fundamental building blocks forming the foundation for development in all other areas.

- **Personal, Social and Emotional Development** - Making Relationships, Self Confidence and Self Awareness, Managing feelings and Behaviour
- **Physical Development** - Moving and Handling, Health and Self Care
- **Communication and Language** - Listening and Attention, Understanding, Speaking

The 4 Specific Areas - include essential skills and knowledge for children to participate successfully in society.

- **Literacy** - Reading and Writing
- **Mathematics** - Numbers, Shape, Space and Measure
- **Understanding the World** - People and Communities, The World, Technology
- **Expressive Arts and Design** - Exploring and using media and materials, Being imaginative

Information about early identification, assessment and intervention Procedures for considering if a child has SEN

Early Identification

The school aim to provide early identification of children’s SEND needs in order that appropriate support can be put into place to address the SEND need. The Code of Practice 2015 states that:

- ❖ ***SEN may be present if progress is significantly slower than that of their peers starting from the same baseline***
- ❖ ***Fails to match or better the child’s previous rate of progress***
- ❖ ***Fails to close the attainment gap between the child and their peers***
- ❖ ***Widens the attainment gap***

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It should be noted that lack of progress does not automatically mean the child has SEN. Other barriers to learning such as poor attendance or punctuality, difficulties related to having English as an additional language, and bereavement are just a few of the barriers that may impact on attainment and should be taken into account when deciding possible interventions and considering next steps.

Partnership with parents, multi-agency working and a Team Around the Child (TAC)/Family(TAF) approach

When children are first admitted to Ann Bernadt, parents/carers are invited to discuss their child's development with a member of teaching staff. This might take place during a home visit or if parents/carers prefer during an allotted time at Nursery.

At this stage or at any future time, parents/carers are able to report to a member of staff their concern(s) regarding their child. This information is shared with the wider team and if a child was identified as having a special educational need then the Head Teacher/SENCo would set into operation the graduated approach for identifying special educational needs.

Concerns raised about a child's development whether by a parent, staff member or outside agency are taken seriously. In consultation with the parents and other professionals (if appropriate) the SENCo will initiate a referral through carrying out a Common Assessment. The Common Assessment Framework (CAF) will identify the areas of need and how to address them. Parents/carers will be requested permission for the information to be transferred into a secure database via Early Help. Upon receiving a copy of the CAF the Early Help team will ensure that referrals are made to the relevant agencies, for example the Speech and Language Therapy Service. A confirmation letter from Early Help outlining referrals is issued to the parent/carer and setting. The SENCo can also refer directly for some specific services, for example Speech and Language, via the Evelina London Community Children's Services Specialist Services Referral Form, with parental permission.

Ann Bernadt Nursery School upholds a Team Around the Child (TAC) approach where the needs of the child are prioritised. The team consists of the parents/carers, the lead person who co-ordinates the TAC (usually the SENCo although sometimes a Family Support Officer in the Early Help Team) and those professionals who have regular contact with the child, including the Key Worker and SEN Support Worker (if available) and outside agencies, for example Hearing Support or Physiotherapist. The TAC meets approximately once a term to review the targets set out initially in the Common Assessment and subsequently in the Early Help Delivery Plan. The lead person ensures that copies of the EHDP are distributed to the TAC members as well as the Early Help Team.

SEN SUPPORT including students with EHC Plans

Information on the schools graduated approach - Assess, Plan, Do, Review

Ann Bernadt adheres to the SEND support cycle which addresses the need to assess, plan, do and review. We will engage with you the parent/carer at each stage and take fully into account your view of your child's progress.

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Assessment / Planning / Record Keeping

On-going assessment is an integral part of the learning and development process. Assessment of the children at Ann Bernadt Nursery School is undertaken in a variety of ways:

- ❖ On Entry to and Exit from the Nursery
- ❖ Four assessments over the academic year (children may have more than four assessments if they join Nursery before the age of three)
- ❖ On-going school staff assessments
- ❖ Child observations documented within Children's Learning Journeys. These are available to children along with samples of mark-making, early reading and early maths within their Learning Journey folders
- ❖ Intervention from outside agencies

At Ann Bernadt we have adopted 'Planning in the Moment' where adults focus on what the children are interested in, supporting and extending their learning.

Children's individual learning journeys are documented on paper, featuring the adult's role in teaching and learning highlighted in yellow, while the child's response whether verbal or non-verbal, highlighted in green. All staff are expected to contribute to observations to build a holistic picture of each child. Photographs which feature children involved in learning are added to the Learning Journeys as a visual element. It is important to note that a greater emphasis is placed on remaining in the moment with the child as opposed to recording. Brief notes may be taken as a prompt and SEN Support Workers record on white labels, handed in to staff before their departure. Teams meet at the end of the day to discuss children and contribute to their Learning Journeys.

Each term every child in the class will have a week dedicated to them, known as their focus week. Over the course of one academic year each child should be a focus three times (autumn, spring and summer). Children will have access to their Learning Journey folder so they can talk about their experiences and fascinations. Parents as primary educators are encouraged to participate in their child's learning through ongoing discussions regarding their child's development, contributing

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to their Learning Journey, identifying and working towards children's next steps in partnership with staff. Parents are also able to discuss their child's progress through curriculum days and formal as well as informal teacher discussions.

Progress made by children who are due to transfer to Primary School is shown on a transfer report sheet prior to the end of the summer term. This is shared with parents/carers before being passed onto the receiving School. Ann Bernadt Nursery prioritises transition work in the summer term, liaising with Primary Schools to ensure that children are prepared for change and Schools have the necessary information to accompany transition.

Inclusion

At Ann Bernadt Nursery we believe it is every child's entitlement to have access to a curriculum which ensures progression and learning is broad and balanced and is appropriate to their needs.

- Inclusion is about every child having educational needs that are special and the setting meeting these diverse needs in order to ensure the active participation and progress of all children in their learning.
- Successful inclusive provision at Ann Bernadt Nursery is seen as the responsibility of the whole school community, permeating all aspects of school life and applicable to all our children. It is in this way that we will turn the rhetoric into reality.
- Staff will actively support all children to reach their potential regardless of academic ability, race, gender or age.
- Children who receive additional or extra support, including those with Education, Health and Care Plans, have learning plans specifically tailored to their needs. These are followed as far as possible as part of normal teaching and learning but sometimes require specific input involving withdrawal from the classroom environment for short periods of time.
- Inclusive practice across the curriculum should enable all children to achieve their best possible standard; whatever their ability, and irrespective of gender, ethnic, social or cultural background, home language or any other aspect that could affect their participation in, or progress in their learning.

Risk Assessments

Individual risk assessments may be completed for children with additional behavioural or medical needs and might include possible barriers to overcome in relation to risks. These are reviewed as and when appropriate. If additional needs occur, then the risk assessment is reviewed automatically by the SENCo in liaison with the child's parent/carers and class teacher.

Education Health and Care Assessments and Plans

Where a child with SEND continues to make little progress despite the support provided by the school's SEND provisions including external support and advice, and there is evidence that the child has severe and complex needs that cannot be met within the resources ordinarily available to school, we will ask the Local Authority to undertake a statutory assessment of the child's SEND either as set out in the SEND Code of Practice or through a request for an Education Health and Care Plan. During the time that these procedures are being followed, the Class Teacher, SENCo and specialist will continue to try to meet the needs of the child through personalised planning. The

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writing of EHC plans will be completed in consultation with parent/carers, the SENCo and a representative from the Local Authority (co-production meeting).

Children with Education Health and Care Plans (EHC Plans)

When a child has an Education, Health and Care Plan it will specify their particular special educational needs, what provision must be put in place to meet these needs as well as learning objectives which are specific, measurable, achievable realistic and timed (SMART). It is the Head of School's responsibility to ensure that the necessary support is organised and put in place, using the financial resources provided or from delegated funding.

The Head of School and SENCo in collaboration with the Class Teacher and in consultation with other adults (including the parent/carers) working with the child, will be responsible for planning and coordinating the provision. Personalised targets will relate to the objectives set out in the child's EHC plan.

Annual Reviews for children with EHC Plans

A formal Annual Review Meeting, involving the SENCo, class teacher, parent/carers and any specialists involved with the child will be held annually. All relevant parties will be contacted and invited in writing to the review meeting. They will be invited to send reports detailing the child's progress. At this meeting new targets are agreed for the year ahead. Copies of the report of the Review Meeting are sent to the Local Authority, parent/carers and other attending parties by the SENCo. The presence of a Local Authority representative will always be requested at key times of transition (e.g. Nursery, Reception). If there are significant changes in the child's circumstances between the normal dates for the Annual Reviews, an additional Review Meeting may be called.

Mediation Services/SEND Tribunal

If parent/carers are not in agreement with a decision made by the Local Authority they can access mediation services or apply to SEND Tribunal to contest the decision and resolve the disagreement. Information regarding mediation services and SEND Tribunal will be provided to parents by the Local Authority on application for a statutory assessment.

Arrangements for supporting transitions for pupils with significant SEND

We recognise the importance of transition and embrace a child-centred approach in collaboration with receiving schools, facilitating children's success.

Transitions

- Children experience vertical and horizontal transitions. Vertical transitions take place as a child changes with time or has a need for different or expanded services, for example transferring from the two year old provision to the Nursery, then onwards to primary school. Horizontal transitions take place on a daily or weekly basis, for instance, journeying from home to nursery or transitioning from story time to lunch time.
- Transitions should be child centred, linked to their home life, family, and culture for the best possible outcomes.
- Every child is unique therefore transitions should be tailored to the individual.

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Transitions for vulnerable children or those with special educational needs disabilities (SEND)

- Children with identified special educational needs and/or disabilities (SEND) are likely to be resistant to change and it may prove distressing for them, therefore staff endeavour to ensure that transitions are supported, catering for their individual needs. Additional consideration should be given in relation to lengths of visits, whether within or outside of the setting, lunchtime experiences and necessary aids/equipment in consultation with parents or in collaboration with the Team Around the Child (TAC). Information regarding children's SEND should accompany them to their new group room and key persons should liaise.
- Vulnerable children who may have Children's Services involvement and children with SEND transitioning to primary school whether special or mainstream receive support with the process through planned visits (which may be reciprocal). A child centred transition programme is devised in partnership with the parents/carers, catered to their individual needs. The success of these transition programmes are reliant on all parties working co-operatively. All relevant documentation (sometimes securely and under separate cover) transfers to the receiving setting.
- Ann Bernadt Nursery School has a transition agreement in place with Oliver Goldsmith Primary School (please see Transition Agreement on the website).

Information about funding and resources

Parent/carer entitlement is free 15 hours of education per week, for eligible two year olds and three to four year olds in nursery. If your child has SEND they may be allocated targeted or one to one support from an SEN Support Worker. You will be consulted as to the degree of support your child may need.

SEN Specialisms:

- Makaton
- Intensive Interaction
- PECS (Picture Exchange Communication System)
- TEACCH (Teaching, Expanding, Appreciating, Collaborating and Cooperating, Holistic)/'Start & Finish'
-

Training updates on Makaton, Talking Tables and PECS (Picture Exchange Communication System) are ongoing. It is important to note that current specialisms will be linked to the needs of the children but not dependent on. We also consistently ensure that we sensitively cater for the needs of users of the building, responding to specific requirements as and when they arise, for example providing a British Sign Language (BSL) interpreter for a Team Around the Child (TAC) meeting.

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SEN strategies and approaches regularly implemented:

- Visual timetables and key rings
- Objects of reference
- Makaton signing (for those who are trained)
- Touch cues (for those who are trained)
- Social stories
- Individual and small group stories catering to children's special needs
- Workstations with a TEACCH approach ('Start and Finish')
- Sensory Room sessions
- Sensory resources and activities

Facilities for pupils with special educational needs:

The building is accessible to disabled children and adults.

There are three toilets with nappy changing facilities (two are located within the nursery, while the third can be found near the entrance). Two of the nursery toilet/changing cubicles feature a support bar. Both nursery cubicles contain mobile steps and storage for spare clothing and nappies. In the two year old provision there are two bathrooms equipped with changing facilities, baskets for spare clothing, rubber gloves, wipes, nappy bags and nappy disposal bins.

Adaptable cutlery and resources are made available for children as and when they require it. We are responsive to the needs of individuals and will provide such items and resources in consultation with professionals as appropriate, e.g. Occupational Therapist or Physiotherapist.

Our outdoor area is wheelchair accessible with a (partially) soft surface.

Ann Bernadt's Children's Centre has a Sensory Room which children from the nursery access on a weekly basis. At least two adults supervise the children to ensure safe use of equipment.

Information on where to find further support

Local Offer

Further information about support and services for pupils and their families (Southwark's Local Offer) can be found at the following website:

http://www.southwark.gov.uk/info/200017/children_and_families/3473/send_reform/3

Southwark's Information Advice and Support (SIAS) can provide support with understanding and accessing services available within the Local Offer. Please find more information at the following website address: sias@southwark.gov.uk or telephone 0207 525 3104

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Who do you talk to if you have a concern?

We hope you will have a positive experience at Ann Bernadt Nursery School yet should you have a concern it is vital to know who to talk to. As a parent/carer you have the following rights of redress, should the school, Governors or LA fail in its duty to provide, or if you as the parent/carer disagree with a decision or feel that there is discriminatory practice:

- ❖ The school or LA complaints procedure
- ❖ An appeal to The SEN and Disability Tribunal (LA decision)
- ❖ A claim against the responsible body (Chair of Governors or LA) for disability
- ❖ To the SEN and Disability Tribunal for discrimination
- ❖ A complaint to the LA Ombudsman (Schools and LAs)