



St Peter's Pre-School Policies and Procedures
2014

25. Special Needs

Our pre-school aims to have regard to the DfES Code of Practice on the Identification and Assessment of Special Educational Needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide welcome and appropriate learning opportunities, for all children.

- Children with special needs, like all other children, are admitted to the pre-school after consultation between parents, pre-school leader and key person.
- Our aim is to provide for the developmental needs of each child in the group.
- All children in the group, irrespective of their special needs, are encouraged wherever possible and appropriate, to participate in all the group's activities.
- Our system of observation and record keeping, which operates in conjunction with the parents, enables us to monitor children's needs and progress on an individual basis.
- The needs and progress of children who have special educational needs are monitored by our group's SENCO. **Our Special Educational Needs Co-ordinator (SENCO) is Tina Collins.**
- Our key person system ensures that each adult is especially responsible, and close to, a few children, so each child receives plenty of adult time and attention.
- We work closely with the parents of all the children in the group to ensure that:
 - The child's progress and achievements are shared and discussed with parents as a when necessary.
 - Parents know the identity of the pre-school's SENCO.
 - Parents are aware of the arrangements for the admission and integration of children with special educational needs.
- If it is felt that a child's needs cannot be met in the pre-school without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We work in liaison with relevant professions and agencies outside the group to meet children's specific needs.
- Our staff attend, whenever possible, in-service training on special needs arranged by West Berkshire District Council and other professional bodies.
- We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

This policy was adopted at a meeting of the Pre-school held on(Date)

Signed on behalf of the Pre-school: (Chairperson)