

**Lilycroft and St Edmund’s Nursery Schools’**

**Federation**

**SEND Policy**

June 2025

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**Statement of intent**

Lilycroft and St Edmund’s Nursery Schools value all children and celebrate diversity of experience, interest and achievement. All children need to experience praise, recognition and success, and children with SEND have an equal entitlement to this.

This policy outlines the framework for the schools to meet our duty, obligation and principal equality values to provide a high-quality education to all our children, including children with SEND, and to do everything we can to meet the needs of children with SEND.

Through successful implementation of this policy, our schools aims to:

* Eliminate discrimination.
* Promote equal opportunities.
* Foster good relationships between all children regardless of their individual needs.

The schools will work with the Local Authority (LA), within the following principles, which underpin this policy:

* The involvement of children and their families in decision-making
* The identification of children’s needs
* Collaboration between education, health and social care services to provide support
* High-quality provision to meet the needs of children with SEND
* Greater choice and control for children and their [families](#_heading=h.2s8eyo1) over their support
* The term **teachers** in this policy means anyone who is involved in learning and teaching and the early education and development of our children.

**Legal framework**

This policy has due regard to all relevant legislation including, but not limited to, the following:

* Local Government Act 1974
* Disabled Persons (Services, Consultation and Representation) Act 1986
* Children Act 1989
* Education Act 1996
* Education Act 2002
* Mental Capacity Act 2005
* Equality Act 2010
* The Equality Act 2010 (Disability) Regulations 2010
* Children and Families Act 2014
* The Special Educational Needs (Personal Budgets) Regulations 2014
* The Special Educational Needs and Disability (Amendment) Regulations 2015
* The Special Educational Needs and Disability (Detained Persons) Regulations 2015
* The UK General Data Protection Regulation (GDPR)
* Data Protection Act 2018
* Health and Care Act 2022
* The Special Educational Needs and Disability (Amendment) Regulations 2024

This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

* DfE (2015) ‘Special educational needs and disability code of practice: 0 to 25 years’
* DfE (2015) ‘Supporting pupils at school with medical conditions’
* DfE (2023) ‘Working Together to Safeguard Children 2023’
* DfE (2018) ‘Mental health and wellbeing provision in schools’
* DfE (2021) ‘School Admissions Code’
* DfE (2024) ‘Keeping children safe in education 2024’
* Equality and Human Rights Commission (EHRC) (2015) ‘Reasonable adjustments for disabled pupils’

**Definitions**

For this policy, a child is defined as having SEND if they have a:

* Significantly greater difficulty in learning than most others of the same age.
* Disability or health condition that prevents or hinders them from making use of educational facilities used by peers of the same age.

Under the Equality Act 2010, a disability is a physical or mental impairment, which has a long-term and substantial adverse effect on a person’s ability to carry out normal day-to-day activities.

The schools review how well equipped we are to provide support across the following areas:

* Communication and interaction
* Cognition and learning
* Social, emotional and mental health difficulties
* Sensory and physical needs

**Communication and interactio**n

Children with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.

The school recognises that:

* Children with Autism Spectrum Disorder (ASD), including Asperger’s Syndrome and Autism, can have particular difficulties with social interaction.
* The profile for children with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times in their lives.

The SENDCO will work with children, families, practitioners, teachers and language and communication therapists where necessary to ensure children with SLCN reach their full potential.

**Cognition and learning**

At Lilycroft and St Edmund’s Nursery Schools we understand that learning difficulties cover a wide range of needs, such as moderate learning difficulty (MLD), severe learning difficulty (SLD) and profound and multiple learning disabilities (PMLD). The SENDCO will ensure that any provision offered will be suited to the needs of the child.

Specific learning difficulties (SpLDs) affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

**Social, Emotional and Mental Health (SEMH) difficulties**

Children may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying dysregulated behaviour. At our schools, we recognise that these behaviours may be a result of a difficult time in children’s lives and carefully thought out support strategies are put in place such as Individual Plans or Self-Regulation Plans.

**Sensory or physical needs**

Impairments that prevent or hinder children from using the schools’ facilities, such as vision impairment (VI), does not necessarily mean that a child has SEND. The schools will ensure staff understand that:

* Some conditions can be age-related and can fluctuate over time.
* A child with a disability is covered by the definition of SEND if they require special educational provision.

The schools recognise, however, that children who have sensory or physical impairments may require specialist support or equipment to access their learning, regardless of whether or not their impairment falls under the SEND definition, and the SENDCO will ensure that their support needs are being met.

**Objectives**

Lilycroft and St Edmund’s Nursery Schools will meet the core aims of this policy by achieving the following strategic and measurable objectives:

* Use best endeavours to make sure that children with SEND get the support they need to access the schools’ broad and balanced curriculum.
* Ensure that children with SEND engage in the activities of the school alongside children who do not have SEND.
* Ensure there is high-quality provision to meet the needs of children with SEND, with specific focus on inclusive practice and removing barriers to learning.
* Fulfil its statutory duties towards children with SEND in light of the SEND Code of Practice.
* Promote disability equality and equality of opportunity, fulfilling its duties under the Equality Act 2010 towards individual children with disabilities.
* Make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that children with disabilities are not at a substantial disadvantage compared with their peers.
* Designate a teacher to be responsible for coordinating SEND provision, i.e. the SENDCO.
* Inform [families](#_heading=h.2s8eyo1) when they are making special educational provision for their child.
* Review, prepare and publish important information about the school and its implementation of relevant SEND policies, including:
  + -Accessibility plans setting out how they plan to increase access to the curriculum and the physical environment for children with SEND.
  + St Edmund’s Local Offer provides, amongst other, detailed information on admissions of children with SEND, support available and partnership with parents.
  + -SEN information report about the implementation of the school’s policy for children with SEND.

**Roles and responsibilities**

**The Governing Body will be responsible for:**

* Communicating with children with SEND and their families when reviewing policies that affect them.
* Ensuring that effective provision is in place for all children with SEND, whether or not they have an EHC plan.
* Designating an appropriate member of staff to be the SENDCO and having responsibility for coordinating provision for children with SEND.
* Appointing a designated teacher for Children Looked After (CLA), where appropriate.
* Ensuring that reasonable adjustments are made for children with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
* Taking necessary steps to ensure that children with disabilities are not discriminated against, harassed or victimised.
* Preparing the arrangements for the admission of children with SEND and the facilities provided to enable access to the school for children with disabilities.
* Regularly monitoring the schools’ policies and procedures, to review their impact on children with SEND, including on their mental health and wellbeing.
* Preparing the Accessibility Plan, showing how the schools intend to progressively improve access over time.
* Developing complaints procedures, which will be known to all school users.
* Ensuring arrangements are in place to support children at school with medical conditions, in line with the school’s Supporting Pupils with Medical Conditions Policy.
* Appointing an individual governor to oversee the schools’ arrangements for SEND.

**The Executive Headteacher will be responsible for:**

* Ensuring that those who are teaching or working with children with SEND are aware of their needs and have arrangements in place to meet them.
* Ensuring that teachers monitor and review children’s progress during the academic year.
* Ensuring that the SENDCO has sufficient time and resources to carry out their functions.
* Providing the SENDCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
* Assisting the Governing Body in appointing a designated teacher for CLA, who will work closely with the SENDCO to ensure that the needs of the children are fully understood by relevant school staff.
* Regularly and carefully reviewing the quality of teaching for children at risk of underachievement, as a core part of the school’s performance management arrangements.
* Ensuring that procedures and policies for the day-to-day running of the schools do not directly or indirectly discriminate against children with SEND.
* Establishing and maintaining a culture of high expectations and including children with SEND in all opportunities available to other children.
* Ensuring that the approach to the curriculum includes how it is made accessible for children with SEND.
* Reporting to the Governing Body on the impact of SEND policies and procedures, including on children’s mental health and wellbeing.

**The SENDCO will be responsible for:**

* Collaborating with the Governing Body and the Executive Headteacher,as part of the SLT, to determine the strategic development of the SEND policy and provision in the schools.
* Working with the relevant governors and the Executive Headteacher to ensure that the schools meet their responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
* The day-to-day operation and implementation of the SEND policy.
* Coordinating the specific provision made to support individual children with SEND, including those with EHC plans.
* Liaising with the relevant, designated teachers where CLA have SEND.
* Advising on a graduated approach to providing SEND support.
* Advising on the deployment of the schools’ delegated budget and other resources to meet children’s needs effectively.
* Liaising with the families of children with SEND. Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
* Being a key point of contact for external agencies, especially the LA and LA support services.
* Liaising with the potential future providers of education to ensure that [families](#_heading=h.2s8eyo1) are informed about the options and a smooth transition is planned.
* Providing professional guidance to colleagues and working closely with staff members, families and other agencies, including SEND charities.
* Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
* Ensuring, as far as possible, that children with SEND take part in activities run by the schools, together with those who do not have SEND.
* Ensuring that the schools keep the records of all children with SEND up-to-date, in line with the schools’ Data Protection Policy.
* Cooperating with the LA during annual EHC plan reviews.
* Preparing the SEND information report and publishing it on the website.
* Informing the families of children with SEND, who do not have an EHC plan, that SEND provision is being made.
* Participating in training and CPD opportunities.
* Providing training to relevant class teachers and other staff.
* Supporting teachers in the further assessment of a child’s particular strengths and areas for further development, and advising on effective implementation of support.
* Ensuring that teachers understand the strategies to identify and support vulnerable children.
* Ensuring teachers have an established understanding of different types of SEND.
* Ensuring that children with SEND and their [families](#_heading=h.2s8eyo1) are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
* Consulting health and social care professionals, children and families to ensure the needs of children with medical conditions are effectively supported.
* Keeping families and relevant teachers up-to-date with any changes or concerns involving a child.

**Teachers will be responsible for:**

* Planning and reviewing support for children with SEND on a graduated basis, in collaboration with [families](#_heading=h.2s8eyo1) , the SENDCO and a child’s key person.
* Setting high expectations for every child and aiming to teach them the full curriculum, whatever their prior attainment.
* Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every child achieving.
* Being accountable for the progress and development of the children in their class.
* Being aware of the needs, outcomes sought, and support provided to any children with SEND they are working with.
* Understanding and implementing strategies to identify and support vulnerable children with the support of the SENDCO.

**Identifying SEND**

Lilycroft and St Edmund’s Nursery Schools have a clear approach to identifying and responding to SEND and recognise that early identification and effective provision improves long-term outcomes for children.

Children’s learning and emotional needs are observed on a daily basis by all staff. Staff work in collaboration with each other and with families to form the full picture of a child's needs. This informs an initial baseline assessment.

Classroom teachers, Early Years and SEND practitioners (with the support of the SENDCO) will conduct regular progress assessments for all children, with the aim of identifying children who are having difficulties in one or more areas of learning and development.

If there are concerns about a child’s progress, or if a child requires additional support, this will be identified as early as possible through observation, professional dialogue between [families](#_heading=h.2s8eyo1), the child’s teacher, key person and the school’s SENDCO.

Support strategies are implemented through means of small group work or one-to-one support which may take place daily or weekly dependent on need. Teachers, Early Years Practitioners and the SENDCO monitor the success of these support strategies and make informed judgments regarding their impact on learning and progress.

If the child continues to experience difficulties in all or some areas of learning and development, the school will, in cooperation with [families](#_heading=h.2s8eyo1), make a request to the Local Authority for an Enhanced Provision Place at St Edmund’s Nursery School.

**St Edmund’s Early Years Enhanced Specialist Provision (EYESP)**

As an Early Years Enhanced Specialist Provision Nursery School St Edmund’s will:

* Work collaboratively with the LA to provide specialist provision places for children with SEND.
* Have well trained SEND staff who understand the needs of children they work with and are able to deliver individually tailored provision.
* Ensure all staff who work with young children are alert to emerging difficulties and respond early.
* Ensure staff listen and understand when [families](#_heading=h.2s8eyo1) express concerns about their child’s development.
* Ensure staff raise concerns with the SENDCO at the earliest opportunity.
* When needed and in cooperation with [families](#_heading=h.2s8eyo1) and other professionals, the SENDCO will request a specialist provision place from the LA for a child who is accessing mainstream provision but in need of specialist support.

The school will ensure that:

* Children with SEND get the support that they need.
* Children with SEND engage in the activities that the school offers alongside children who do not have SEND.
* The SENDCO is responsible for coordinating SEND provision.
* F[amilies](#_heading=h.2s8eyo1) are informed when the school makes special educational provision for their child.
* F[amilies are](#_heading=h.2s8eyo1) informed of the following:
  + The implementation of our SEND Policy
  + Our arrangements for the admission of children with SEND
  + The facilities provided to enable access to the school for children with SEND
  + Our Local Offer and Accessibility Plan, showing how we plan to improve access over time

**SEND Support at Lilycroft Nursery School**

Once a child with SEND has been identified, the school will employ a graduated approach to meet the child’s needs by:

* Establishing a clear assessment of the child’s needs.
* Planning, with the child’s family the strategies and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review.
* Implementing the support strategies with the support of the SENDCO.
* Reviewing the effectiveness of the support strategies and making any necessary revisions.
* Where necessary we will, with parental consent, make a request for Early Years Inclusion Funding (EYIF) to enable us to meet the individual needs of our children with SEND.
* We will work in cooperation with the Social, Communication, Interactions and Learning (SCIL) team’s specialist teachers to ensure the best outcomes for our children with SEND.
* Where necessary we will, with parental consent, request an Education, Health and Care Assessment (EHCA)

**Assessment**

In consultation with the child’s family, Lilycroft and St Edmund’s Nursery Schools will request a statutory assessment of SEND where the child’s needs cannot be met through the resources normally available within the school.

Consideration of whether SEND provision is required, and thus an EHC plan, will start with the desired outcomes and the views of the family and the child.

The school will meet its duty to respond to any request for information relating to a statutory assessment, within six weeks of receipt.

The school will gather advice from relevant professionals about the child concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.

In tracking the learning and development of children with SEND, the schools will:

* Base decisions on the insights of the child’s family.
* Set children challenging targets.
* Track children’s progress towards these goals.
* Review additional or different provisions made for them.
* Promote positive personal and social development outcomes.
* Base approaches on the best possible evidence and ensure that they are having the required impact on progress.

Detailed assessments will identify the full range of the individual’s needs, not just the primary need.

Where possible, children’s needs will be defined under the ‘Special educational needs and disability Code of Practice: 0 to 25 years’ broad areas of need:

* Communication and interaction
* Cognition and learning
* Social, emotional and mental health difficulties
* Sensory and/or physical needs

Where a child continually makes little or no progress, or is working substantially below expected levels, the school will consult with [families before](#_heading=h.2s8eyo1) involving specialists.

**Involving children and** [**families**](#_heading=h.2s8eyo1) **in decision-making**

Families of children with SEND will be encouraged to share their knowledge of their child; the Headteacher, teachers and SENDCO will aim to give them the confidence that their views and contributions are valued and will be acted upon.

Families will always be formally notified when the school provides their child with SEND support.

Decisions on whether the school will commission added provisions will be discussed thoroughly with the LA and [families](#_heading=h.2s8eyo1).

The planning of the provision that the school implements will help [families](#_heading=h.2s8eyo1) of children with SEND express their needs, wishes and goals, and will:

* Focus on the child as an individual, not allowing their SEND to become a label.
* Be easy for [families](#_heading=h.2s8eyo1) to understand by using clear, ordinary language and images, rather than professional jargon.
* Highlight the child’s strengths and capabilities.
* Enable the child, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.
* Tailor support to the needs of the individual.
* Organise assessments to minimise demands on [families](#_heading=h.2s8eyo1)
* Bring together relevant professionals to discuss and agree together on the overall approach.

The key person, supported by the SENDCO, will meet with families three times per academic year to set clear outcomes, review progress, discuss activities and support working in cooperation with [families](#_heading=h.2s8eyo1)

**Children with specific circumstances**

**Children Looked After (CLA)**

Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being ‘looked after’ by the LA.

Lilycroft and St Edmund’s Nursery Schools have a designated member of staff for coordinating the support for CLA.

Where that role is carried out by a person other than the SENDCO designated teachers will work closely with the SENDCO to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school staff.

**Children new to English**

Lilycroft and St Edmund’s Nursery Schools will give particular care to the identification and assessment of the SEND of children new to English.

The schools will consider the child within the context of their home, culture and community. Assessment in home language will be utilised wherever possible.

Where there is uncertainty about an individual child, the schools will make full use of any local sources of advice relevant to the language group concerned, drawing on community liaison arrangements wherever they exist.

The schools fully understand that a child being ‘New to English’ does not equate to them having learning difficulties. At the same time, when children who are ‘New to English’ make slow progress, it will not be assumed that their language status is the only reason; they may have SEND.

**Admissions**

Lilycroft and St Edmund’s Nursery School will ensure they meet their duties set under the ‘School Admissions, Attendance and Transition Policy’ by:

* Not refusing admission to a child that has named the school in their EHC plan.
* Considering applications from [families](#_heading=h.2s8eyo1) of children who have SEND but do not have an EHC plan.
* Not refusing admission to a child who has SEND but does not have an EHC plan because the school does not feel able to cater for those needs.
* Not refusing admission to a child who does not have an EHC plan.

**Local Offer**

Lilycroft and St Edmund’s Nursery School will help to ensure that [families](#_heading=h.2s8eyo1) understand what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The school will assist the LA in ensuring that the Local Offer includes eligibility criteria for services, where relevant, and makes it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.

The schools will provide the LA with information about their existing SEND provision

**Staff training and improving practice**

Relevant staff members will keep up-to-date with any necessary training, which will be provided by the SENDCO, as well as external agencies, where appropriate.

Training will cover both the mental and physical needs of children with SEND.

The training offered will be delivered to ensure equity, equality, diversity, inclusion, understanding and tolerance.

Mental health will be a key consideration for all training that the SENDCO participates in, along with any training that staff are given.

During initial induction and within the first six months, all new staff will receive SEND training.

Training will cover the following:

* Identifying SEND in children
* Liaising with the school’s SENDCO
* Implementing support measures
* Monitoring the success of those support measures
* How to develop peaceful learning environments
* How to develop lessons/activities so they are engaging for children with varying forms of SEND
* Reasonable adjustments
* How to help with emotional development

**Promoting mental health and wellbeing**

Lilycroft and St Edmund’s Nursery Schools will ensure that there is a focus on promoting children’s resilience, confidence and ability to learn in all areas across the curriculum.

Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem.

Specialist services will be available where a child requires such services.

Where appropriate, the schools will support families with the emotional health and well-being of their child.

The school will focus on work that helps to build self-esteem and self-regulation strategies.

**EHC plans**

Lilycroft and St Edmund’s Nursery Schools will fully cooperate with the LA when research about the child is being conducted.

The schools will provide the LA with any information or evidence needed.

All relevant teachers will be involved in contributing information to the LA.

Where the LA provides a child with an EHC plan, the school will involve their family in discussions surrounding how the school can best implement the plan’s provisions to help the child thrive in their education, and will discern the expected impact of the provision on the child’s progress.

The school will meet its duty to provide views on a draft EHC plan within 15 days.

The school will ensure that all those teaching or working with a child named in an EHC plan are aware of the child’s needs and that arrangements are in place to meet them.

All reasonable adjustments will be put in place by the school to provide a high standard of education for all children.

The schools will specify short-term targets sought for a child in terms of specific, measurable, achievable, realistic and time-bound (SMART) outcomes.

The schools will review each child’s EHC plan to ensure that it includes the statutory sections outlined in the ‘Special educational needs and disability code of practice: 0 to 25 years’

The schools will ensure that any EHC plan information is kept confidential and disclosed on a need-to-know basis.

Information regarding a child’s EHC plan will only be shared with other educational settings if the pupil is transferring there, for the setting to develop an individual learning plan.

The schools will take steps to ensure that children and [families](#_heading=h.2s8eyo1) are actively supported in developing and reviewing EHC plans.

The schools will ensure that [families](#_heading=h.2s8eyo1) are consistently kept involved throughout the implementation of an EHC plan.

The schools will ensure that the whole process of an EHC needs assessment and development takes no longer than 20 weeks from when the initial request was received.

**Reviewing the EHC plan**

Lilycroft and St Edmund’s Nursery Schools will:

* Cooperate with the relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.
* Ensure that the appropriate people are given at least two weeks’ notice of the date of the meeting.
* Contribute any relevant information and recommendations about the EHC plan to the LA, keeping families involved at all times.
* Ensure that sufficient arrangements are in place at the school to host the annual review meeting.
* Cooperate with the LA during annual reviews.
* Lead the review of the EHC plan in order to create the greatest confidence amongst children and their [families](#_heading=h.2s8eyo1).
* Seek advice and information about the child prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.
* Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan.
* Provide the LA and [families](#_heading=h.2s8eyo1) with any evidence to support the proposed changes and give those involved at least 15 days to comment and make representations.
* Clarify to the families that they have the right to appeal the decisions made in regard to the EHC plan.

**Safeguarding**

Lilycroft and St Edmund’s Nursery Schools recognise that evidence shows children with SEND are at a greater risk of abuse and maltreatment and will ensure that staff are aware that children with SEND are at greater risk of abuse, including, but not limited to, neglect and sexual violence or harassment.

The schools recognise that there are additional barriers to recognising abuse and neglect in this group of children. These barriers can include, but are not limited to:

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s condition without further exploration.
* These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children.
* Communication barriers and difficulties in managing or reporting these challenges.

The Executive Headteacher and governing body will ensure that the schools’ Child Protection and Safeguarding Policy reflects the fact that these additional barriers can exist when identifying abuse. Care will be taken by all staff, particularly those who work closely with children with SEND, to notice any changes in behaviour or mood, or any injuries, and these indicators will be investigated by the DSL in collaboration with the SENCO.

School staff will be particularly alert to the potential need for early help for children with SEND and additional needs.

The governing body and headteacher will ensure that children with SEND are taught about how to keep themselves and others safe including online. The school will ensure that teaching of safeguarding is tailored to the specific needs and vulnerabilities of children with SEND.

Any reports of abuse involving children with SEND will involve close liaison between the DSL and the SENCO.

**Transferring between different phases of education**

EHC plans will be reviewed and amended in sufficient time prior to a child moving from Nursery to Primary School, to allow for planning and, where necessary, commissioning of support and provision at the new phase.

In the Autumn term, before a child is due to leave St Edmund’s or Lilycroft Nursery schools, the discussion will be held with families about the next phase of education for their child. Families will be advised on what Primary schools are available and, when possible, accompanied on visits to prospective schools so they can make informed decisions about which school is best suited for their child’s needs.

Lilycroft and St Edmund’s Nursery schools will liaise with the SENDCO of the school to which a child is moving to ensure smooth transition.

**SEND tribunal**

All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the child’s education suffering.

In all cases, the schools’ Complaints Procedure outlined in the Complaints Policy will be followed, allowing for a complaint to be considered informally at first.

Following a parent’s serious complaint or disagreement about the SEND provision being supplied to a child, the school will contact the LA immediately to seek disagreement resolution advice, regardless of whether an EHC plan is in place.

Where necessary, the Executive Headteacher will make the relevant parties aware of the disagreement resolution services.

Families will be made aware that Ofsted can consider complaints relating to the whole school SEND early years provision, if the problem has not been resolved informally.

The school will meet any request to attend a SEND tribunal and explain any departure from its duties and obligations under the ‘Special educational needs and disability Code of Practice: 0 to 25 years’.

Following the use of informal resolutions, the case will be heard in front of three people, one of whom must be independent of the management and running of the school.

If disagreements are not resolved at a local level, the case will be referred to the DfE (Department for Education)

The schools will fully cooperate with the LA by providing any evidence or information that is relevant.

All staff involved in the care of the child will cooperate with their family to provide the child with the highest standard of support and education.

**Data and record keeping**

Lilycroft and St Edmund’s Nursery Schools’ records will:

* Include details of SEND, outcomes, actions, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all children.
* Maintain an accurate and up-to-date record of the provision made for children with SEND, which is different or additional to that offered through the school curriculum.
* The schools will keep data on the levels and types of need within the school and make this available to the LA. (Information Report)

A SEND Information Report will be prepared annually for each school by the SENDCO and will be published on the schools’ websites. Any updates will be made and published as soon as possible.

All information will be kept in accordance with the schools’ Data Protection Policy.

**Confidentiality**

Lilycroft and St Edmund’s Nursery Schools will not disclose any EHC plan without the consent of the child’s families, except for disclosure:

* To a SEND tribunal when [families](#_heading=h.2s8eyo1) appeal, and to the Secretary of State under the Education Act 1996.
* On the order of any court for any criminal proceedings.
* For the purposes of investigations of maladministration under the Local Government Act 1974.
* To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children’s Act 1989 relating to safeguarding and promoting the welfare of children.
* To Ofsted inspection teams as part of their inspections of schools and LAs.
* To the Headteacher of the setting at which the pupil is intending to start their next phase of education.

**Publishing information**

Lilycroft and St Edmund’s Nursery Schools will publish our SEND Policy on the schools’ websites.

The SENDCO will publish details of the SEND Information Reports on the schools’ websites.

The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

**Monitoring and review**

This policy is reviewed on an annual basis by the SENDCO and Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff, families of children with SEND, and relevant stakeholders.

The next scheduled review date for this policy is June 2026.

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