



## Special Educational Needs and Disabilities (SEND) information report

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For the purpose of this policy Guildford Nursery School will be referred to as GNS. When we say “parent” we mean “parents and carers”.

At GNS, we celebrate neurodiversity and recognise that every child brings unique strengths, perspectives, and ways of engaging with the world. We are committed to creating an inclusive environment where all children, including those with disabilities and/or special educational needs (SEND), are valued, supported, and empowered to thrive. We believe that early education should nurture each child’s identity, autonomy, and wellbeing, and that neurodivergent children enrich our learning community.

Every teacher, educator and assistant is responsible for every child including those with SEND.

We have a full-time Special Educational Needs and Disabilities Co-ordinator (SENCO): Assistant Headteacher Tessa Dean (Qualified teacher QTS).

### Needs

Children’s special educational needs and disabilities are generally thought of in the following four broad areas of need and support:

1. Communication and interaction.
2. Cognition and learning.
3. Social, emotional and mental health.
4. Sensory and/or physical needs.

### Frequently asked questions

We hope the following questions and answers will help you understand how we support children with SEND at GNS.

1. *How does GNS identify and assess children with SEND?*

We identify children with SEND as those who have differences or needs, which are significantly greater than other children of the same age.

It is particularly important that there is no delay in making any necessary special educational provision to support neurodivergent children.

We use a range of information sources to support our assessment of special educational needs:

- Assessment made on entry for all providing an early indication of need.
- Parental concerns on entry or pre-entry to GNS.
- Information from previous setting.
- Staff observations.
- Information from other professionals.
- Ongoing tracking of children's progress over time.

GNS works very closely with a range of other agencies, as appropriate, that also provide relevant assessment information, e.g. the STIPs team (specialist teachers and educational psychology service), paediatricians, occupational therapists, physiotherapists, speech and language therapists.

The role of the SENCO is to support staff in the identification of children with SEND. In addition, the SENCO oversees the day-to-day implementation of GNS's policies and procedures, ensuring good liaison with parents and outside agencies.

2. *How does GNS involve parents of children with SEND in the education of their child?*

Prior to children starting at GNS, all parents have opportunities to discuss their child's needs on occasions such as open days, visits to look around GNS, and planned visits to GNS for families. Every child receives a home visit from their key person.

- All parents have the opportunity to come to GNS for a variety of occasions and events.
- Parents whose children have special educational needs or disabilities are invited to review progress and plan new targets every term. Parents are invited to statutory review meetings, where relevant, which include all professionals working with the child.
- Parents can talk to staff informally on a daily basis and other forms of communication are used when necessary.

3. *What are the arrangements for consulting children with special educational needs or disabilities about, and involving them in, their nursery education?*

When starting at GNS, parents are asked to complete an "All about me" form with their child. This reflects the voice of the parent and child, showing their interests, concerns and strengths.

- As part of the review process we collect and record the views of the child at an age appropriate level within their 'Learning Journeys' which are shared with parents. This 'Learning Journey' is a compilation of ongoing assessments carried out by a child's Key Person and is shown through photographs, observations and learning letters written to the child.
- For children on the Support Needs List, we will create a GNS Support Plan with the family celebrating the child's strengths and interests as well as identifying their support needs.

4. *How will GNS prepare and support our child when joining and when transferring to a new school?*

- Open sessions and opportunities to look around GNS with their parents.
- Prior to starting at GNS children have a home visit from their key person.
- Parents stay with their child on the first day at GNS and we have staggered settling sessions, which are determined by the child's needs.
- We have specific transition meetings, which involve handing over information to staff from primary schools/other settings.
- We have visits by staff from the children's new schools to discuss each child's specific needs.
- We will accompany parents on tours to visit settings if requested.
- We take some children on transitional visits to their new school with support staff where necessary.
- We will arrange enhanced transition meetings with the new setting, families and the child's current Key Person, when needed.

5. *How does GNS support our child and how will the teaching be adapted to meet their needs?*

We are committed to giving your child every opportunity to achieve. We get to know your child, and start where your child is, providing an exciting and varied curriculum that is adapted by the teachers and key persons as appropriate to support the specific needs of your child.

We are a fully inclusive nursery school that takes action to ensure that your child can access all learning opportunities.

- We will make any necessary referrals for assessment and help as appropriate.
- We will discuss any concerns with parents on a regular basis.
- We may adapt resources or staffing to meet individual needs.
- We will set appropriate targets and review these with you termly or more frequently as required.

6. *What specialist services and expertise are available at or accessed by GNS?*

- At GNS we are in the unique position to have a SENCO and professional staff (including trained teachers) who access relevant training. There is a good range of experience and knowledge within the team and staff support each other with all children.
- At times it may be necessary to consult with outside services to receive their more specialised expertise to support individual children. These can be signposted by the Surrey local offer and may include Speech and Language Therapy, Health Professionals, Occupational Therapy and Social Care.

7. *What training have the staff supporting children with SEND had (or are having)?*

- Each year we review our provision, policy and access additional training and services appropriate to the needs of our intake of children.
- Our SENCO is a teacher and therefore holds Qualified Teacher Status and offers formal and informal support to other staff within GNS.
- Surrey SEND Team and Surrey Health Speech and Language Therapist Team offer our staff team regular training throughout each academic year.

8. *How do we know what progress our child is making and the effectiveness of the provision made for children with SEND?*

Monitoring progress is an integral part of what we do at GNS. Staff observe children daily while working with them and record significant progress or needs. Provision can be modified as needed to ensure it is offering the correct balance of support and challenge. Staff use information gathered from discussion with parents (informally and at termly meetings relating to individual support plans) and from their observations of children to make judgements about their level of development, next steps, further challenge or support needed by each child.

Children with an Education, Health and Care Plan (EHCP) have a 6-monthly review with parents and professionals to assess progress and future needs.

Through the data collected by GNS we are able to look at the progress made by all, including our SEND children and make judgements about the rate of progress.

Progress is monitored by staff, the Headteacher and Governors. Reviews of targets indicate the progress being made and further targets needed. These are discussed as is appropriate with parents and other professionals.

9. *What are the arrangements made by the governing body relating to the treatment of complaints from parents of children with SEND concerning the provision made by GNS?*

We understand that sometimes parents may wish to discuss a concern, and our staff are willing and able to listen and resolve issues. Initially, we would ask parents to speak to their child's key person and, if the matter is not resolved, then an appointment would be made to speak to the

SENCO/Headteacher. If the matter remains unresolved, then a parent would follow the procedure as set out in the complaints policy, a copy of which is available at Reception and on our website.

10. *How will my child be included in activities outside the classroom including visits?*

- We are committed to ensuring that all children access the breadth of experiences available in GNS and beyond.
- Parents are often invited to join in if they can.
- Consent is requested from parents when visits are made off the GNS site.
- A full risk assessment will be carried out with you and procedures put in place to ensure that your child can participate.
- The involvement of additional adults may be necessary.
- It may be necessary to take mobility aids.
- Off-site venues are carefully chosen to ensure that all children can access the visit and benefit from it.

11. *How accessible is GNS both indoors and outdoors for children with special educational needs and disabilities?*

- All of our wonderful indoor and outdoor areas used by children are on one level and therefore fully accessible by all children.
- We have accessible toilets, including changing facilities. We have a sensory room at Hazel Avenue and a sensory space at York Road, which can be used on a 1:1 basis or with small groups, as well as by other professionals working with children with SEND.
- We follow our Accessibility Plan.
- The outside areas around GNS are secure.
- Visual timetables and symbols are available throughout GNS to aid communication and understanding.
- We have different sized furniture to ensure all children can access our furniture.
- All staff use consistent visuals to support children's communication and understanding.
- All staff use core Makaton signs to support children's functional language skills.

12. *How will GNS support our child's overall wellbeing?*

- The wellbeing of your child is central to the ethos of GNS. Our relational approach enables GNS to provide a happy, safe and caring environment.
- Every child is assigned a key person: "Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate." EYFS 2025.
- Additional support is offered to children with identified emotional and social development needs. We have a qualified Early Years Emotional Literacy Support Assistant (EY ELSA) who works with children to support their wellbeing and emotional development.

SEND children with medical needs:

- If a child has a particular medical need then a detailed Care Plan will be provided by a medical professional. These are shared with all staff who are involved with the child.
- Staff receive relevant training as required.
- Where necessary and in agreement with parents, prescribed medicines are administered in nursery but only where a signed medicine consent form is in place to ensure the safety of both child and staff.
- Designated Nursery staff have paediatric first aid training.

13. *How are GNS's resources allocated and matched to children's special educational needs and disabilities?*

Additional funding can be applied for for children with SEND through Surrey's Early Intervention Funding (EIF) and Educational Health Care Plans (EHC).

14. *How is the decision made about how much support my child will receive?*

These decisions are made in consultation with you and your child's key person, SENCO and other professionals who may be involved. Decisions are based upon children's individual support needs, termly tracking of children's progress and/or a result of assessments by outside services.

15. *Local Authority Local Offer*

The local offer is available through <https://www.surreylocaloffer.org.uk>

16. *Who can I contact for further information?*

Headteacher: Sally Cave

SENCO: Tess Dean

SEND governor: Lesley-Ann Hyde

Telephone: 01483 566589

E-mail: [info@guildfordnscs.surrey.sch.uk](mailto:info@guildfordnscs.surrey.sch.uk)

## Appendix 1

The following table identifies the types of SEND and examples of the type of provision offered at GNS:

Type of SEND for which provision is made at GNS	Type of provision
<p><u>Communication and interaction Needs</u></p> <ul style="list-style-type: none"> <li>• Autism</li> <li>• Speech, Language and Communication differences</li> <li>• Hearing impairment and deafness</li> <li>• Visual impairment.</li> </ul>	<ul style="list-style-type: none"> <li>• Speaking, Listening and Communication opportunities are developed across all areas of learning.</li> <li>• Some children have enhanced adult support.</li> <li>• Access to small group times.</li> <li>• We use visual timetables to help children understand daily routines.</li> <li>• We use signing, symbols and photographs to support children who have communication needs. Adults support children in their interactions with peers by modelling and facilitating positive interactions.</li> <li>• We use the Early Years Speech and Language Therapy and Occupational Therapy Resource Packs.</li> <li>• We set individual targets together with parents and other professionals involved.</li> <li>• We make a one page profile for children to show their needs and strengths simply.</li> <li>• We use specialised resources e.g. Widgit symbols and Aided Language Display boards.</li> <li>• Use of sensory room to build attention and intent to communicate interests.</li> <li>• Involvement of other agencies including Educational Psychologist.</li> </ul>
<p><u>Cognition and learning needs</u></p> <p>Children learn at different paces and in different ways.</p>	<ul style="list-style-type: none"> <li>• Our curriculum is inclusive and includes support and challenge for all children.</li> <li>• Adults use the technique of observe, support and extend and use modelling and scaffolding- adding a little more to the child's learning.</li> <li>• Children have specific support when receiving Early Intervention Funding from Surrey.</li> <li>• Small group work- mainstream and SEND children, to meet particular needs.</li> <li>• Key Persons, parents and professionals set individual targets.</li> <li>• One-page profile shows strengths and needs simply.</li> <li>• Specialised resources e.g. visual timetable, symbols, signs.</li> <li>• Involvement of other agencies including Speech and Language Therapists.</li> </ul>

<p><u>Social, emotional and mental health</u></p> <p>Children may experience emotional regulation challenges and social differences.</p> <p>These may be linked to:</p> <ul style="list-style-type: none"> <li>• neurodivergence (such as autism, ADHD, dyslexia)</li> <li>• life experiences</li> <li>• relational factors</li> </ul>	<ul style="list-style-type: none"> <li>• Whole centre policy promoting nurturing relationships and environment for all children.</li> <li>• Adults have consistent expectations and boundaries set in GNS.</li> <li>• Some staff are trained emotional literacy support assistants (ELSAs) and are able to give additional support to children in managing their behaviour and feelings.</li> <li>• We use a positive behaviour management system, based on positive requests, specific praise and an emphasis on supporting emotional regulation.</li> <li>• We consider the needs of each individual child when responding to their needs.</li> <li>• We can seek support from specialist teachers.</li> <li>• We set individual targets together with parents and other professionals involved.</li> <li>• One-page profile shows strengths and needs simply.</li> <li>• Use of sensory room.</li> </ul>
<p><u>Sensory and/or physical needs</u></p> <p>Children may have sensory processing differences or physical needs that affect how they access learning and participate in daily activities.</p> <p>This includes children with:</p> <ul style="list-style-type: none"> <li>• vision or hearing differences</li> <li>• physical differences</li> <li>• sensory sensitivities</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Literacy (action songs and rhymes with focus on movement).</li> <li>• Enhanced adult ratios.</li> <li>• Use of specialised resources when needed e.g. walking frame, pencil grips.</li> <li>• Accessible environment on one level (e.g. no stairs).</li> <li>• Occupational therapist and Physiotherapist involvement and programmes, where appropriate.</li> <li>• Setting of individual targets together with parents and other professionals involved.</li> <li>• One-page profile shows strengths and needs simply.</li> <li>• Staff receive training and support from Surrey Physical and Sensory Support teachers when working with hearing and visually impaired children. They are also advised on how to maintain aids used by the individual child (e.g. glasses, hearing aids, cochlear implants) and ensure the environment is safe and suitable.</li> <li>• Use of sensory room to build attention and intent to communicate interests.</li> </ul>