



## **Special Needs – Policy and Procedures**

The Grove Nursery,  
All Saints Church Hall,  
Weybourne Way,  
New Haw, Addlestone,  
Surrey, KT15 3DH





## **Special Needs – Policy and Procedures**

At The Grove nursery we recognise

- Children with additional needs are admitted, like all other children, to the nursery after consultation between parents, nursery and external support services.
- Our aim is to provide for the developmental needs of each child in the group within the EYFS framework.
- 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 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 SENCO. The SENCO is **Philippa Williams**
- Our key person system ensures that each adult is especially responsible for, and close to, a maximum of eight 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 group draws upon the knowledge and expertise of parents in planning provision for the child.
- The child's progress and achievements are shared and discussed with parents on a regular basis and an individual education plan implemented.
- Parents know the identity of the Nursery'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 at The Grove 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 professionals and agencies outside the group to meet children's specific needs.
- Our staff attend whenever possible in-service and external training on special needs in an attempt to gain better understanding.

**Signed Allison Brown**

**Date 05.09.2013**

**Review September 2014**