

Grove Villa Childcare Special Educational Needs Policy

Aims and Objectives

Grove Villa Childcare is committed to providing inclusive, high-quality experiences for all children, including those with Special Educational Needs and Disabilities (SEND). Our practice is guided by the SEND Code of Practice (2014).

We believe every child has an equal right to excellent care and education. We strive to ensure all children can participate fully in the range of activities offered, and that their individuality, strengths, and potential are recognised, valued, and nurtured.

We promote positive partnerships with parents through regular information-sharing, collaborative education plans, visits, and informal conversations.

Admissions

Children are admitted in line with Cambridgeshire County Council's nursery admissions policy. For children with an identified special need and/or disability, parents are invited to share details of any professionals involved in supporting their child.

Monitoring and Identifying Needs

Grove Villa Childcare is committed to identifying and meeting the needs of all children. In accordance with the SEND Code of Practice (2014), we recognise the importance of early identification of SEND.

Referrals to external agencies are made through the Local Authority's Early Help pathways:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work/liquidlogic-system-early-help-module-for-partners>

Children's progress is monitored through ongoing observations, effective assessment, progress tracking, and planning tailored to individual needs. We work closely with parents, keeping them fully informed of progress, strategies, and agreed targets. Concerns are shared with staff on a need-to-know basis. Targeted Support is reviewed at least termly.

The Keyworker and SENDCo work together to design education and support packages based on best practice. The views and wishes of the child are considered wherever possible, and parents and professionals are fully involved to ensure strong partnership working.

Provision

This policy was adopted on	Signed on behalf of the nursery	Date for the next policy review
20/08/26	L Wolstenholme	20/02/27

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Provision for each child with SEND is tailored to their individual needs and informed by Targeted Support.

Partnership with Parents

Staff at Grove Villa Childcare recognise parents as their child's primary educators and work to ensure full participation in their child's learning by:

- Valuing parents' perspectives, experiences, and knowledge of their child
- Maintaining open, accessible communication
- Acknowledging and respecting any pressures parents may be experiencing
- Seeking full parental consent before involving other professionals or support services
- Ensuring parents are aware of Local Authority and voluntary sector support groups
- Creating a welcoming environment that encourages communication with staff
- Supporting parents in continuing successful strategies at home

We aim to identify how best to support parents through practical help and emotional reassurance.

The Local Authority provides an independent SEND Information, Advice and Support Service:
sendiass@cambridgeshire.gov.uk

Complaints Procedures

If parents have concerns about SEND provision, they should:

- Speak first with their child's Keyworker or the SENDCo
- If unresolved, Email their concerns to the manager at Grovevillamanager@gmail.com or to the directors at Grovevilla@hotmail.com . They will receive a response to their initial email within 5 days. After this the Grove Villa complaints policy will be followed.
- If still unresolved, the matter will be referred to the SEND team at Cambridgeshire County council. We will seek their support to help resolve the matter

Pupil Participation

We are committed to seeking and considering the views of each child. While young children may not always express their views verbally, we gather their perspectives through observation, listening, and discussions with parents and professionals.

Role of the SENDCo

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20/08/26	L Wolstenholme	20/02/27

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The SENDCo's responsibilities are outlined in the formal job description. In addition, the SENDCo:

- Manages the sharing of information with keyworkers to ensure cohesive teamwork
- Ensures Keyworkers have opportunities to work closely with their named SEND children
- Oversees assessment, recording, and review of progress
- Maintains the SEND list and ensures appropriate support is in place.
- Supports parents/Carers and becomes and advocate for the child.

Inclusion

During admissions, facilities and resources are reviewed to ensure accessibility for all. The Management team and SENDCo monitor funding availability to ensure equal opportunities for children with SEND.

Annual Reviews are held for children with Education, Health and Care Plans (EHCPs), as required by the SEND Code of Practice (2014).

Transfer from Nursery to School

Transition programmes, including meetings with receiving schools, are implemented to ensure smooth transfer. The SENDCo liaises closely with future school staff to share information about the child's needs and current provision. All relevant documentation is passed on.

Making Contact

SENDCos: Danielle Williams Contact 01480 413435 / 07546399375

Grovevillamanager@gmail.com

Grove Villa Childcare is committed to promoting quality, diversity, and inclusion. We uphold equal opportunities and non-discriminatory practice across Grove Villa Childcare.

We are committed to safeguarding and promoting the welfare of children and expect all members of the Early years community to share this commitment.

Date: August 2026

The Special Educational Needs policy is effective from 20/08/26 until further notice

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20/08/26	L Wolstenholme	20/02/27



**Grove Villa Childcare
Special Educational Needs Policy**

I have read and been informed about the content, requirements, and expectations of **The Special Educational Needs policy** for employees at Grove Villa Childcare.

I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare.

I understand that if I have questions, at any time, regarding **The Special Educational Needs policy**, I will consult with my immediate manager / supervisor.

Please read **The Special Educational Needs policy** carefully to ensure that you understand the policy before signing this document.

Full Name	Signature	Date

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