



Bizzy Bees Preschool Policies and Procedures

Special Educational Needs and Disabilities (SEND) Policy

Policy Statement

At Bizzy Bees Preschool, we are committed to providing an inclusive environment where all children, including those with Special Educational Needs and Disabilities (SEND), are supported to achieve their full potential. We recognise that every child is unique and aim to identify and meet individual needs early, working in partnership with parents, carers and external professionals to ensure the best possible outcomes.

Legislation and Guidance

This policy is based on:

- SEND Code of Practice
 - Equality Act 2010
 - Children and Families Act 2014
 - Early Years Foundation Stage (EYFS) Statutory Framework (latest version)
 - Guidance from Leicestershire County Council including the Local Offer
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Definition of SEND

A child has Special Educational Needs and Disabilities (SEND) if they have a learning difficulty or disability which calls for special educational provision to be made for them.

Special educational provision means **support that is additional to, or different from, that made generally for other children of the same age.**

A child may have SEND if they have difficulty with:

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

We recognise that children may have SEND at different levels and may require varying levels of support over time.

SENDCo (Special Educational Needs Coordinator)

Our SENDCo is:

Rachel Laverty

The SENDCo is responsible for:



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- Overseeing the day-to-day operation of this policy
 - Coordinating provision for children with SEND
 - Supporting staff with strategies and interventions
 - Liaising with parents and external professionals
 - Leading referrals for additional support
 - Ensuring accurate records are maintained and reviewed
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Our Approach to SEND Support

We follow the graduated approach in line with the SEND Code of Practice.

Graduated Approach to SEND Support

We ensure that children receive **support that is additional to, or different from, that provided for all children.**

This approach is cyclical and ongoing:

Assess

We identify children's needs through:

- Observations and ongoing assessment
 - Developmental tracking
 - Discussions with parents and carers
 - Input from external professionals where appropriate
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Plan

We work in partnership with parents to:

- Agree clear outcomes for the child
- Identify strategies and interventions
- Adapt the environment or curriculum as needed

All planned support is **additional to or different from universal provision.**

Do

Staff implement strategies and interventions within daily practice.

The SENDCo:

- Supports staff
 - Monitors consistency
 - Ensures provision is effective
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Review

We regularly review:

- The child's progress
- The effectiveness of support
- Any changes needed

Parents (and children where appropriate) are involved in all reviews.

This cycle is repeated to ensure support remains appropriate.

Assessment, Planning and Record Keeping

We maintain clear and consistent records to support children with SEND and ensure effective communication.

This may include:

- Observations and developmental assessments
- SEN Support Plans / Individual Support Plans (ISPs)
- Target setting and review notes
- Records of meetings with parents and professionals
- Reports from external agencies

All documentation clearly identifies:

- The child's needs
- The support provided that is **additional to or different from universal provision**
- Progress towards agreed outcomes

Records are:

- Reviewed regularly
- Stored securely in line with data protection requirements
- Shared with parents and relevant professionals as appropriate

We follow local guidance and documentation where appropriate, including processes recommended by Leicestershire County Council.

Early Identification

We aim to identify SEND as early as possible by:

- Monitoring children's development
 - Listening to concerns from parents and staff
 - Using assessment systems
 - Working with health professionals
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Working in Partnership with Parents

Supporting Children with Special Educational Needs April 2026

This policy was reviewed at a meeting of Bizzy Bees Pre school held during April 2026 and reviewed at least annually.

Signed by _____RLAVERY_____

Date _____27/4/26_____



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We recognise parents as key partners.

We:

- Involve parents in all decisions
 - Share progress regularly
 - Listen to and act on concerns
 - Provide guidance and support
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Working with External Agencies

We work with:

- Speech and Language Therapists
- Educational Psychologists
- Health visitors
- Early Years Inclusion teams
- Other professionals as needed

Referrals may be made through:

- Early Help Assessment
 - Education, Health and Care (EHC) needs assessment
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Education, Health and Care Plans (EHCPs)

For children with more complex needs:

- We support EHCP applications
 - Contribute to assessments and reviews
 - Implement strategies from the plan
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Inclusion and Equality

We ensure:

- Equal access to all activities
- Reasonable adjustments are made
- Barriers to participation are reduced
- All children feel valued and included

We comply with the Equality Act 2010.

Supporting Children with SEND

We:

- Provide a differentiated curriculum

Supporting Children with Special Educational Needs April 2026

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Signed by _____ RLAVERY _____

Date _____ 27/4/26 _____



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- Adapt teaching approaches
 - Modify the environment
 - Provide additional adult support where needed
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Funding and Resources

We may access additional funding through:

- Inclusion funding
- Disability Access Fund (DAF)

Resources are allocated based on individual needs.

Transition

We support transitions by:

- Sharing information with new settings/schools
 - Preparing children for change
 - Working with parents and professionals
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Monitoring and Review

We evaluate SEND provision through:

- Regular reviews of children's progress
 - Staff meetings and supervision
 - Feedback from parents and professionals
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Complaints

Concerns should be raised with the SENDCo or Manager in the first instance.

Further guidance is available in our Complaints Policy.

Local Offer

Information about local SEND services is available via the Local Offer provided by Leicestershire County Council.

Policy Review

This policy was reviewed: April 2026

Next review date: April 2027

Signed: _____RLAVERTY_____