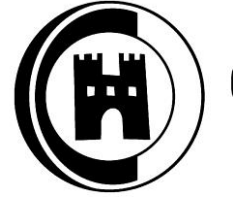




Castle Hill Village Nursery



Additional Educational Needs Policy

Statement of intent

We provide an environment in which all children, including those with additional educational needs, are supported to reach their full potential.

Aim

- We have regard for the DFES Special Educational Needs Code of Practice (May 2015).
- We ensure our provision is inclusive to all children with special educational needs.
- We provide practitioners to help support parents and children with additional educational needs (AEN).
- We identify the specific needs of children with additional educational needs and meet those needs through a range of AEN strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our policy, practice and provision and if necessary, make adjustments

Method

- We designate a member of staff to be Additional Educational Needs Co-ordinator (AENCO) and give her name to our parents. Our AENCO is Karen Stanley.
- We ensure that the provision for children with AEN is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We use the graduated approach system for identifying, assessing and responding to children's AEN.
- We work closely with parents of children with AEN to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with AEN and their families, including transfer arrangements to other settings and schools.
- We provide a broad, balanced and differentiated curriculum for all children with AEN.
- We use a system of planning, implementing, monitoring, evaluating and reviewing targeted and personalised plans for children with AEN.
- We ensure that children with AEN are appropriately involved at all stages of the graduated approach, considering their levels of ability.
- We have systems in place for supporting children during SEN Support, EHCP and through the Statutory Assessment process.
- We use a system for keeping records of the assessment, planning, provision and review for children with AEN.
- We provide resources (human and financial) to implement our AEN policy.

- We provide in-service training for parents, practitioners and volunteers.
- We raise awareness of any specialism the setting has to offer, eg Makaton trained staff.
- We ensure the effectiveness of our AEN provision by collecting information from a range of sources eg personalised plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.
- AEN Policy – this policy works in conjunction with the school's KCC policy.

Reviewed By:	Elaine Jones/Pete Talbot
Date	July 2023