



Nutley Preschool

Our SEN and Disability offer

How does the nursery know if children need extra help and what should I do if I think my child has special educational needs?

When parents contact us to make their first inquiry, we invite them to visit the setting to find out more about it. Once parents have visited and decided they would like to send their child to Nutley Pre School, we give or send a registration form. We ask parents to record any medical conditions or any other concerns on the application form. This may be an early indication of any known needs. We also ask if the child has had an integrated review check done by their Health Visitor and whether any issues were raised. If so, we ask for a copy of the Health Visitor's report.

Children are allocated a key person when they join our Pre School and the key person is supported by a SENCO (special needs coordinator) based in our setting. If you think your child has special educational needs, we encourage you to speak with your child's key person as soon as you can so that we can implement steps to monitor your concerns and where appropriate develop plans to address these. Your Pre School manager will coordinate this for you.

At the Pre School we use holistic observations, focused observations and tools for tracking children's development. This will help identify if a child requires additional support. Where we identify concerns we will seek to discuss these with you. We also complete formal assessments, ongoing observations and learning journals and the transition to school assessments. Parents also have an opportunity to identify any needs or concerns they may have in our 'All about me' and at their settling session.

How will the nursery support my child with special educational needs?

Parents are very welcome to accompany their child on settling in sessions to help settle and support their child and develop a relationship with their key person.

If a child is identified as requiring additional support, they will be supported by our SENCO. The SENCO will support the child's key person in providing a learning environment that matches the child's needs. In addition to this they will not only liaise with outside agencies, but ensure that parents are fully supported and involved in the focused care and development. The activities undertaken with a child to provide additional support and help track

development are recorded in a child's 'Setting Based Support Plan (SBSP) which is reviewed and updated every 6-8 weeks.

If we believe a child requires an SBSP or a referral to a specialist professional the SENCO will organise a consultation with the parent/guardian to directly talk through the stages. We will work closely with the parents/guardians to ensure that every step of the way is explained and supported.

For all our children the 'planned' curriculum is designed to suit each child's age and stage of development. It is important that a child with special educational needs feels integrated in the nursery environment and as such are encouraged and supported to take part in activities provided for all. This is made possible by Pre School teachers differentiating their practice, i.e. adapting an activity to allow the child to take part at any level that suits them.

How is the decision made about what type and how much support my child/young person will receive?

We believe all children are entitled to a supportive and creative learning environment; however, some children do require different levels of support. Where a child has been identified as requiring additional support, the SENCO, team and key person look at the level of support a child may need. Where a child has been referred to an outside professional, they will work closely with the SENCO to decide whether they need 1:1 extra support. Although the Pre School is not staffed to provide this type of support on a normal operating basis, where possible we will work with external agencies to obtain external funding. This can then at times enable us to increase our staffing for a set period of time to provide this support.

How will the nursery review my child's progress and how shall they share it with me?

We have daily contact with parents at the beginning and end of the session and encourage a two-way sharing of information regarding the child's progress, needs, and achievements.

We feedback information through an online learning journal. This not only gives you an idea of 'aspects of their learning' what they are doing well in, but also provides you with information on what your child is working on and what you, as a parent, can do at home. Parents can view their child's learning journal at any time. We also offer regular parent meetings with your child's key person.

Alongside this, the Pre School staff and SENCO (where appropriate) use tracking forms to monitor a child's development and these, alongside a child's SBSP (where appropriate) are reviewed on a regular basis (6 weekly). All development and targets set are sent home, either as part of their learning

journey record, or/and in the format of an SBSP plan. At this point a parent can book a meeting to discuss any points further.

SBSP plans and development records include activities/experiences that a parent/guardian can do at home or when out and about to further support the learning taking place at pre.school. However, our SENCO is always at hand to offer support and advice if and when you require it. We believe it is fundamental that we not only support the child, but also support the needs of the parents.

What support will there be for my child's overall well being?

At Nutley Preschool we operate a key person system which we believe is central to supporting your child's development and offering you the link between home and Pre School. The key person not only looks at supporting your child's learning, but also is key in caring for your child whilst in our care, becoming your child's first port of call. The key person will work closely with the SENCO to ensure they understand the support your child needs, whether this is social, communication or medical.

Some children with special educational needs may have medical requirements, i.e. may have to be peg fed, epileptic or may need a wheelchair. The SENCO will use a 'health care plans' which will be used to support the specific needs of a child. We work closely with outside agencies to ensure we offer the correct care, i.e. working with a community nurse to offer training for peg feeding, epi-peg training or working with a child's physiotherapist to learn a child's exercises. We are always willing to develop our skills through working with other agencies to care specifically for other needs.

We are open to making reasonable adjustments within our Pre School to meet individual children's needs. Where appropriate we can also work with parents to obtain additional funding for 1:1 or extra support for your child while at pre.school.

What training do the staff have in supporting children with special educational needs or disabilities?

We have a SENCO who is fully trained and works closely with local outside agencies. We also have a strong proportion of staff who are qualified in child development and skilled at supporting the individual development needs of children.

We also attend local network meetings and Inclusion support groups where we can discuss any issues we may have and keep our knowledge and understanding up to date. The information from the training, network meetings and support groups is cascaded to all staff through staff meetings. Our policy is to be inclusive. If we had a specific need for training, in order to care for a child, we would endeavor to seek such training for at least one member of staff.

What specialist services and support are available to the nursery?

Our staff have a mix of skills for supporting children with special needs, we make reasonable adjustments within our Pre School to accommodate children with special needs, be that in terms of our staff skills or our physical environment. The support our staff are able to provide is further enhanced through the close links we have with other professionals. We believe in ensuring staff have up-to-date training and as such attend training focused on different areas of need.

How will my child/young person be included in activities outside the nursery, including trips?

As a small Pre School, every child will always be included in any special activities or outings and ratios are arranged appropriately. We would undertake a risk assessment of the venue taking account of any additional needs. We ensure to always visit and select inclusive venues.

How accessible is the nursery?

The Pre Schools main hall and toileting area are wheelchair accessible and have display boards that are child height and therefore interactive. We can provide visual support aids around the environment for children with English as an additional language (EAL) and we can seek out translation services where necessary. We welcome all families regardless of the race, gender, culture, religion and disability.

We work closely with other professionals to discuss any equipment required for the child in our care, where it is felt that a piece of equipment is needed for the child to access the Pre School provision, we can look to apply to the East Sussex County Council Inclusion Bursary team, which may be able to offer support.

How will the nursery help my child move on to school?

We work closely with the local school and parents/carers. Transition meetings take place where everyone shares information and puts a plan in place to support a smooth transition. All information will be shared amongst early years professionals. Parents will be involved in all stages of transfer. We welcome visits from other setting professionals to ease the transition.

Give us your views about this information

Contact localoffer@eastsussex.gov.uk or call Information for Families 0345 60 80 192

More information, advice and support

The local offer- what is available for children and young people with special educational needs in East Sussex www.eastsussex.gov.uk/localoffer

Information for Families (including SEN and disability advice service)

Phone: 0345 60 80 192

Text: 07797 870317

Email informationforfamilies@eastsussex.gov.uk

www.eastsussex.gov.uk/informationforfamilies

Disclaimer

This offer is accurate now, but services are regularly reviewed and could change. All information will be updated as soon as possible to reflect any new service offer.

This document was adopted by – Nutley Preschool

Date issued: February 2020

Last Reviewed: July 2025

Review due (one year) or when needed: July 2026

Feedback

This offer is intended to give you clear, accurate and accessible information.

If you would like to comment on the content of the offer or make suggestions to improve the information, please email manager@nutleypreschool.org.uk
Find out more about support for children and young people with special needs and disabilities: www.eastsussex.gov.uk/informationforfamilies