



Special Educational Needs Policy

Mayville has regard to the Special Educational Needs (SEN) Code of Practice 2014. The Senco for the Foundation Stage is Mrs Sarah Hankin-Gould. She is responsible for keeping the SEN register of children assisted by the Co coordinator for Kestrels Chloe Mackett and the coordinator for Lower 1 Ali Prismall.

Children are initially tracked using the Early Years Outcomes document. If a child is not making age expected progress or observations highlight concerns the practitioner will discuss their findings with the SENCO and the following procedure will be followed;

1. Practitioner to complete tracking form based on initial concerns
2. Staff working with the child discuss appropriate next steps with regards to the individual child and inform Marilyn Dorey and Brenda Ferrie in the Dyslexia Unit.
3. Relevant staff meet with child's parents to discuss concerns, to gain further information and consent to support child further in setting.
4. With parental consent an Individual Education Plan OR Individual Behaviour Plan is put in place
5. Make referral on to relevant outside agencies if required or request child is seen in setting
6. Record support given on the tracking sheet and who has worked with the child.
7. Review IEP or IBP termly with parents.

A Prismall April 2015

Reviewed April 2016

Reviewed April 2017

Reviewed April 2018

Reviewed April 2019