

Highbury Primary School & Nursery



SEND Procedure

Statement of Intent

At Highbury Primary School & Nursery we are committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

Aim

The aim of our procedure is to provide families with information about what support is available to support children with Special Educational Needs and Disability (SEND) and how to access it.

How will Highbury know if my child needs extra help and what should I do if I think my child has special educational needs?

At Highbury we use a key person approach. This role allows the key person to build a trusting relationship with both the child and parent/carer and find out the likes and dislikes of the child. The key person will carry out a range of observations and assessments while monitoring progress each term. If any areas of The Early Years Foundation Stage identify extra support, a further assessment may be completed. Parents/carers will be invited in for a meeting with the key person and made aware of any concerns by the settings Special Educational Needs Co-Ordinator (SENCO). If necessary, Pupil Passport will be created with clear targets and reviewed in 6 weeks.

How will Highbury support my child?

The key person will use the child's interests and strengths to plan activities to encourage progress. The Nursery SENCO will liaise closely with parents and outside professionals to create a realistic plan to support the needs of the child. Any assessments and reports made by outside agencies are incorporated into creating targets in the child's individual support plan. The key person will deliver such activities in small groups or 1:1 depending on the child's needs.

If a child requires a high level of care/support, the Nursery SENCO may apply for additional funding through the inclusion team in the Portsmouth City Council to help deliver the best possible service in meeting the needs of the child. The SENCO can also invite the Early Years child services to provide additional support and strategies which best fit the needs of the child. Parents will be invited into the nursery to discuss these.

If a child has additional needs and is not making progress, an Educational Health Care Plan (EHCP) is completed. A plan will be created where the child is referred to the appropriate professional and if needed, a family planning meeting of professionals from health and education is set up to support the child and the family.

Staff working directly with the child will receive regularly relevant training and support. The SENCO will also attend SEN forums where up to date SEN information is discussed and shared. The room leaders and key person will audit the learning environment and resources to ensure it is adapted to best suit the needs of all children in our care.

Various grants may be available to support children with additional needs.

Policy Reviewed:	June 2026	Nursery Manager:	Rebecca Frost
Review Date:	June 2027	Admin Officer:	Angie Bayliss

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