



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 / *Limited by Guarantee*

Telephone Number: 01708 863 737

Supporting Children with Special Educational Needs (SEND) Policy

We provide an environment in which all children with Special Educational Needs (SEND) are included and supported to reach their full potential.

- We have regard for the Special Educational Needs and Disability Code of Practice (2024).
- We follow the Equality Act (2010) by making reasonable adjustments, including the provision to support all individual needs and preventing children from being put at substantial disadvantage.
- We maintain a clear approach for identifying, responding to, and meeting children's SEND needs in alignment with the updated Code of Practice.
- We support and involve parents (and, where relevant, children), actively listening to and acting on their wishes and concerns.
- We work in partnership with the local authority, educational specialists, and healthcare professionals to ensure the best outcomes for children with SEND and emerging SEND and their families.
- We regularly monitor and review our policy, practice, and provision, making necessary adjustments to align with new guidance from Ofsted and the Department for Education.

Procedures

- A qualified Special Educational Needs Co-ordinator (SENCO) is designated and introduced to parents. Our SENCO is:

Emily Brown (*NPQ for SENCO, in line with September 2024 requirements*).

- The SENCO works closely with the manager and teaching staff, ensuring the effective implementation of SEND provision.
- SEND support is the shared responsibility of all staff members in our setting.
- We ensure that our inclusive admissions policy provides equal opportunities for all children.
- We provide a broad, balanced, and differentiated curriculum, adapting teaching methods to support diverse learning needs.
- We follow the graduated approach system (Assess, Plan, Do, Review) in increasing detail and frequency to support development.
- Parents are involved at all stages of assessment, planning, and review, ensuring collaborative decision-making.
- We consider children's opinions and preferences when planning SEND support, based on their level of understanding and specific interests.

- Families receive updated information on local sources of support, including the Local Offer and Family Information Services.
- We work collaboratively with external agencies including Early years outreach , Speech & Language Therapy, Educational Psychologists, and the family hubs.
- Our referral system ensures access to further assessment via Early Help Assessment, Early Years Referral, and Education, Health & Care (EHC) Plans.
- We allocate financial and human resources to successfully implement SEND provisions.
- Staff members are trained in SEND best practices, with continuous professional development to remain up to date.
- We set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) targets to monitor progress and make necessary adjustments.
- We collect data from action plan reviews, staff meetings, parental feedback, inspections, and external agency input, ensuring our policy remains effective.
- Our complaints procedure is accessible for parents and carers.
- We review our SEND policy annually, making revisions as needed to reflect updated legislation.

Further Guidance

- Special Educational Needs and Disability Code of Practice (DfE, 2024)
- Early Years Foundation Stage Statutory Framework (DfE, 2025)
- Working Together to Safeguard Children (DfE, 2025)
- Ofsted SEND Evaluation Framework (2025)

This policy was adopted by	The Butterfly Rooms Ltd
On	04 th June 2026
Date to be reviewed	04 th June 2027
Signed on behalf of the Management committee	<i>A. Thompson</i>
Name of signatory	Miss Aimee Thompson