



## **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 supported to reach their full potential.

- We have regard for the Special Educational Needs and Disability Code of Practice (2024).
- 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 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 provided to each child dependent on their individual needs.
- All children are supported regardless of their Needs through the keyperson system.
- We ensure that our inclusive admissions policy provides equal opportunities for all children and smooth transition into the setting.

- 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 ensure that children progress.
- Parents are involved at all stages of assessment, planning, and review, ensuring collaborative decision-making and permission throughout the process.
- We consider children's opinions, Interest and individual needs when planning SEND support.
- Families receive updated information on local sources of support, including the Local Offer , Family hubs and Family Information Services.
- We work collaboratively with external agencies, including Early years outreach, Speech & Language Therapist, Educational Psychologists and the area SENDCo (Kelly Long)
- 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)
- Equality Act 2010
- Ofsted SEND Evaluation Framework (2025)

This policy was adopted by

On


Date to be reviewed

Signed on behalf of the Management  
committee

The Butterfly Rooms Ltd

7<sup>th</sup> July 2025

7<sup>th</sup> July 2026



Name of signatory

Miss Aimee Thompson

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