

Annual Review

As a result of an Education, Health and Care Needs Assessment the LA will decide whether a child needs provision through an education, Health and Care Plan. The Education, Health and Care Plan will outline the provision necessary, the name of the setting where the provision is to be made and how the needs will be met; this may be through additional support or equipment and may have a cost implication to the LA. All EHCPs are reviewed at least yearly and all those involved are invited to consider whether any amendments need to be made.

The Local Offer

We are aware of the Local Offer and will signpost parents the information about provision that they can expect to be available across education, health and social care for children and young people in the area with SEN or disability.

Confidentiality

We will respect parents' rights to confidentiality when supporting children with Special Needs; we will always discuss any possible referrals to other services with parents to seek their agreement before we make such referrals. All meetings with parents other than the normal parent-staff contact will take place in private.

Parents will be involved in setting all targets for their child. Targeted support will be reviewed regularly and parents will be invited to contribute to this review.

Nursery Transfer Summary

If a child moves to another childminder, nursery or reception setting, we complete a Nursery Transfer Summary that outlines the child's achievements at our setting. This has a section which relates to Special Educational Needs and asks for the parents and child's comments.

Director's signature: Teamara Adams

Date: 30/04/2026

Parent/Carer's signature: Sign off to confirm that you have read and agree, via our full contract.

