

# Early Years SEND Information Report



Bromley Council's Local Offer makes it easier for families to find out about the support that is available for children and young people with Special Educational Needs or who are Disabled (SEND). The Local Authority must publish a Local Offer and must keep it under review.

The Local Offer has two key purposes:

- To provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it, and
- To make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEND and their parents, and disabled young people and those with SEND, and service providers in its development and review

*(SEND Code of Practice, para 4.2)*

There is a duty for early education providers to cooperate with the Local Authority in the development and review of its Local Offer. A template is now available for all early years providers (including childminders), to complete so that information about the support you can offer to children with Special Educational Needs and Disabilities (SEND), can be made available to parents and other professionals.

This template and accompanying guidance can be downloaded from the Bromley My Life website <https://bromley.mylifeportal.co.uk/homepage>

All early years providers in Bromley are expected to complete a SEND Information Report and make available on their website (if they have one).

## **Guidance**

This template has been co-designed with local providers and parents. It represents the questions a parent might ask a provider if their child has additional or specific needs.

Remember it is your SEND Information Report and should reflect the practice within your provision.

- Use 'bite-size' sentences, short paragraphs or bullet points to communicate the information
- Use simple language that is jargon free, avoid abbreviations or 'professional speak' and use plain English that is 'parent friendly'
- Be realistic about the service you offer and be honest about what families can expect from you. Be careful not to raise parental expectations that you may not be able to meet in practice

- Involve parents and carers who use your service in the completion of the report as well as your staff team
- Link to your provision's SEND policy
- Look at other provisions' 'Local Offers' and SEND Information Reports on the web for ideas and tips to improve your answers

When you have completed your SEND Information Report please email it to

[outreachandinclusion@phoenixsch.org.uk](mailto:outreachandinclusion@phoenixsch.org.uk) and add to your website in a location easily accessible to everyone (if you have one). This will also be made available on the Bromley Mylife Portal.

We recommend that you review your SEND Information Report on an annual basis and add parents comments and your feedback to them as this occurs.

If you have any questions or need further support in completing this report, please contact:

For Support on the content:

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For support on the process:

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<b>SEND Information Report</b>	
Provider Name	
EY Number	
Address	
Email	
Telephone	
Name of SENCo	
Confirmation that parents and other people working with the setting have been involved with the writing of this document	
YES/ NO	
<b>1 How will the setting help my child to settle in?</b>	
Guide for completion:	

- What preparation will there be for both the setting and my child before he or she starts?
- How will you help my child settle?

## 2 What is the setting's approach to supporting different children's needs and how will that help my child?

Guide for completion:

- How do you differentiate the Early Years Foundation Stage Curriculum for children with SEND?
- How do you implement the SEND Code of Practice Graduated Approach?
- Who will oversee and plan the education and care?
- Who will be working with my child and how often?
- What will be their roles?
- Who will explain this to me?
- What additional support is available for my child to help with learning?

## 3 Who can I contact for further information within the setting?

Guide for completion:

- Who should I contact if I am considering whether my child should attend the setting?
- Who would be my first point of contact if I want to discuss something about my child?
- Who else is involved in my child's education?
- Who can I talk to if I am worried?
- Who is the SEN Coordinator (SENCO) and how can I contact them?

## 4 How accessible are the setting's indoor and outdoor environments?

Guide for completion:

- What are the arrangements for the registering of children with SEND?
- What steps are taken to prevent children with disabilities from being treated less favourably than other children?
- How will equipment and facilities to support children with special educational needs be secured?
- Is the setting fully wheelchair accessible?
- Have there been improvements in the auditory and visual environment?
- Are there accessible changing and toilet facilities?
- How does the setting communicate with parents and carers whose first language is not English?

## 5 What specialist services and expertise are available at or accessed by the setting?

Guide for completion:

- Are there specialist staff working at the setting and what are their qualifications?
- What other services does the setting access: including specialist education, health, therapy and social care services? Describe the involvement of specialist education, health, social care, LA support services and any voluntary organisations. You may want to include, Speech and Language (SLT), Health Visitors, physiotherapy, occupational therapy, specialist community nurses (ICCNT) specialist outreach officers, Portage home visitors, Bromley Children Project, Children's Wellbeing Service and Local Authority Inclusion Funding (if required)

## 6 How does the setting know if children need extra help?

Guidelines for completion:

- How do you identify and assess children with special educational needs?
- Who is involved in this?

## 7 How will I be involved in my child's learning and overall wellbeing?

Guide for completion:

- How do you involve parents and carers in decision making?
- What opportunities will there be for regular contact about things that have happened at the setting?
- How will you explain to me how my child's learning is planned and how I can help support this outside of the setting? How and when will I be involved in this?
- Do you offer any parent and carer training or learning events?

## 8 What training and experience have staff had in supporting children with SEND?

Guide for completion:

- This should include recent and future planned training and disability awareness
- SENCo training and experience

## 9 How will the setting support my child at times of change, for example moving rooms or age groups, to a new setting or onto school?

Guide for completion:

- How will my child be prepared to move onto the next stage?
- What information will be provided to his or her new room, setting or school?
- How will you support the staff in a new room, setting or school in preparing for my child?

Feedback from parents and carers:

Provider Response to feedback:

Date published :

Date of next review:

**Bromley Local Offer:** a source of information and advice to help support children and young people with disabilities or learning needs and their families

<https://bromley.mylifeportal.co.uk/localoffer/>