

Willowdene Nursery School – SEND Information Report

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This report explains how Willowdene supports children with special educational needs and disabilities (SEND). It sits alongside the [West Sussex Local Offer](#), which lists support across the county.

We welcome every child. We follow the EYFS, the SEND Code of Practice 0–25 and the Equality Act 2010. We review this report at least once a year, with input from staff, parents and children.

How do you identify when a child needs extra help?

- Your child's key person observes and tracks their progress every day.
- We complete the EYFS Progress Check at age two and share it with you and your health visitor.
- If we notice a concern, we talk to you first and agree next steps together.
- **Worried about your child?** Speak to their key person, Holly Nash (SENCO) or Sara Brookes (Manager). A diagnosis is not needed for us to help.

How will you support my child?

- We follow the EYFS and adapt activities, resources and routines to suit each child.
- We use West Sussex's [Ordinarily Available Inclusive Practice](#) guide, so good everyday support is in place for all.
- If more help is needed, we use the **graduated approach**: assess, plan, do, review.
- Your child may have an individual support plan with small, clear targets. We review it with you every term.
- We listen to your child's voice, including through their play, body language and reactions to changes we make.

How will we work together?

- You know your child best. We are always happy to chat, and can arrange a private meeting whenever you like.
- Your child's learning journal and progress reports are shared with you regularly. All your contributions are welcome.
- Support plans and any Education, Health and Care Plan (EHCP) are reviewed with you to plan next steps.
- Your feedback is important to us and helps with planning and areas of improvement.
- What training do staff have?
- All staff complete regular SEND and inclusion training, including English as an Additional Language.
- Our SENCO keeps her training up to date and attends the West Sussex Early Years SENCO/INCO Network, sharing learning with the team.
- Extra training is arranged for an individual child's needs when required.

What specialist help and funding is available?

- With your agreement, we work with speech and language therapy, occupational therapy, physiotherapy, the [West Sussex Portage Service](#), the Educational Psychology Service and WSCC SEND and Inclusion Early Years and Childcare Advisers.
- For children with more complex needs, we can help start an EHCP needs assessment.
- Funding we may apply for:
 - o **Inclusion Funding** – for children on a funded place who need support beyond everyday practice. We complete an Action Plan for Inclusion first ([WSCC](#)).
 - o **Disability Access Funding (DAF)** – for funded children who receive Disability Living Allowance.
 - o **Early Years Pupil Premium (EYPP)** – for eligible funded children.
 - o **Inclusive Early Years Fund 2026/27** – new government funding to help settings become more inclusive ([WSCC newsletter](#)).
- We use this funding for resources, training or extra adult support, agreed with you.

How accessible is the nursery?

- We are open to all families. Viewings are offered when places are available, and this report is shared before you sign up.
- Open 8:00am–5:30pm, Monday to Friday, 46 weeks a year, for children aged 7 months to 5 years.
- Everything is on one floor, although in areas there are single steps and different levels. With a large car park and one large, varied outdoor play area.
- We don't run offsite trips. Instead, we bring outside activities into the nursery so every child can join in.

Starting nursery and moving on

- Before your child starts, we agree a gentle, unrushed settling-in plan with you.
- We gather information from you and any professionals involved, so support is ready from day one.
- Within the first 4–6 weeks, your child's key person starts their learning record with you.
- When your child moves on, we share information (with your consent) and work with their next setting or school to ensure a smooth transition.
- Who can I contact?

Name	Role	Phone	Email
Sara Brookes	Manager	01243 530720	sara@willowdenenursery.com
Holly Nash	SENCO	01243 530720	sara@willowdenenursery.com

Useful links: [West Sussex Local Offer](#) · [West Sussex SEND services, including SENDIAS and the Parent Carer Forum](#)