

Special Educational Needs Coordinator (SENCo) Training Guidance



SENCo requirements for Early Years Providers:

All Private, Voluntary and Independent (PVI) providers must have a named SENCo to comply with the Early Years Foundation Stage (EYFS) statutory framework and the Special Educational Needs and Disability (SEND) Code of Practice (2014). It is best practice to also have a named Deputy SENCo for support and succession planning. All SENCo's need to be able to co-ordinate the special education needs provision for children in their settings.

The role of the SENCo is wide ranging and demanding and should only be undertaken after careful consideration. We would advise that this role is undertaken by an experienced childcare practitioner who is not the manager. We also recommend that SENCo's are given extra time in their normal working week to undertake their additional responsibilities.

Training is provided by the Early Years and Childcare Service to ensure that all SENCo's have the skills and knowledge to be able to competently fulfil this role.

Training course details:

You attend five taught sessions by the end of which you will be able to:

- explain the role of the SENCo
- explain the legislation from the SEND Code of Practice (2014) that underpins inclusive practice
- co-ordinate the graduated approach cycle to meet the individual requirements of children with SEND
- confidently engage with and include children with SEND and their families
- coordinate, support and advise colleagues working with children who have SEND
- seek appropriate outside support when required and understand referral processes

You will be expected to attend all 5 sessions of the training. You will also be expected to spend time reading, researching and completing homework between each of the 5 sessions.

Eligibility criteria:

The cost of the course is £75 per delegate. This will be charged to the setting at the end of the course. To be accepted onto the course you must:

- be the named SENCo or named deputy SENCo in your setting
- be actively undertaking SENCo responsibilities as detailed in the SEND Code of Practice 2014.

Allocation of training places:

If there are more applicants than places for a training cohort then individual places will be prioritised based on the following:

- where the training has been identified as a need on a local authority action plan in response to an Ofsted action
- where the setting has not previously received any SENCo training
- named SENCo's will be allocated a place over deputy SENCo's
- in date order of application for the course on www.suffolkcpd.co.uk booking system.

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Frequency of training:

At least four cohorts per year will be run across the county in the following locations:

- Ipswich
- Bury St Edmunds
- Lowestoft
- Stowmarket

More courses may be added if there is additional demand. The individual courses are advertised on www.suffolkcpd.co.uk and you can find them by using the keyword search entering the word "Senco" or by using the course code E-SEN.

How do I apply?

Once you are sure that you want to undertake the role and that you meet the eligibility criteria you can apply on www.suffolkcpd.co.uk choose which course date and location would be best for you and then click on 'request a place'. Your manager/CPD leader will be required confirm your request for a place **before** we can authorise your booking.

How will I know I have a place?

You will be notified at least six weeks prior to course commencement if you have a confirmed place. This will be dependent on the criteria as listed above.

If you are not successful, your application will be placed on a waiting list or cancelled and you will be advised of future courses.

Please ensure the email address for your user account on www.suffolkcpd.co.uk is up to date, this is how you will receive information relating to the course.

Inclusion training:

For further information, or queries about the inclusion training, please contact: Ivana Barron – Early Years and Childcare Learning & Development Consultant by email: ivana.barron@suffolk.gov.uk