**EARLY YEARS SEND TEAM**

**REFERRAL PATHWAY**

Setting has concerns about a child’s learning and development

* Senco discusses concerns with parents.
* Advice sought from Health Visiting Team.
* Complete **One Page Profile** together

Outcomes being met?

Senco writes an **EY Support Plan** and reviews with parents regularly

No

Yes

Continue to monitor progress.

Request for Involvement form completed and sent to Early Years SEND Team by setting (including EY Support Plan, One Page Profile and tracking)

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EY SEND Officer contacts setting and arranges date for observation and meeting with parents.

EY SEND Officer visits setting.

* EY SEND Officer initial discussion with Key Person and/or Senco
* Observation of child in the playroom (usually 1 hour)
* Setting Senco inform parents of meeting date.
* Setting organise staffing to enable Key Person and/or Senco to discuss the child with EY SEND Officer.

Meeting held following initial observation of the child.

* Meeting with EY SEND Officer, Parents, Senco and/or Key Person. (If parents are unavailable, EY SEND Officer will give feedback to parents via phone call/Key Person to give feedback).
* Setting to complete **EY Support Plan** (front page) form during the meeting.
* Information from parents
* EY SEND Officer feedback of their observation
* Information from the setting; strengths, concerns, ages and stages of development
* Parental aspirations
* **One Page Profile** shared by setting and discussed
* Outcomes for the child
* Strategies discussed and shared
* Actions from meeting
* Date of next review meeting.

EY SEND Officer:

* Provides strategy advice guides if applicable
* Attend the next progress review meeting (usually termly/6 monthly) and offer advice on further outcomes/strategies/actions following a short observation of the child (prior to the meeting if possible)

Setting Senco:

* Invites other professionals to attend (if appropriate) or asks them to send a report for the next review meeting
* Complete **Assess, Plan, Do, Review** sheets and share with Key Person
* Key Person records activities undertaken using the **Asses, Plan, Do, Review** sheet
* Key Person/Senco complete the **Summative Review** sheet prior to next review meeting and bring to the meeting to discuss
* Key Person updates EYFS learning and development ages and stages prior to next review meeting and bring to the meeting to discuss
* Senco ensures actions from last meeting have been addressed

Following the meeting:-