

**EARLY YEARS SEND TEAM**

**REFERRAL PATHWAY**

Setting has concerns about a child’s learning and development

Outcomes being met?

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

* Senco discusses concerns with parents
* Complete **One Page Profile** together

* 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.

Follow graduated approach pathway and documents

Request for involvement form completed and sent to Early Years SEND Team by setting (including EY Support Plan-front page and summative review, One Page Profile, Development matters/EYFS Summary)

EY SEND Officer contacts settings 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 their usually environment capturing the voice of the child.

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/Senco).
* Setting to update EY **Support Plan** (front page) during the meeting
* Information from parents
* EY SEND Officer feedback of their observation
* Information from the setting; strengths, needs, EYFS/Development Matters summary
* Parental Voice and Aspirations
* One Page Profile shared by setting and discussed
* Outcomes for the child
* Strategies discussed and shared- signpost to Local Offer
* Actions from meeting for setting
* Date of next review meeting

Following the meeting: -

EY SEND Officer:

* Signposts to Local Offer for relevant paperwork and strategies

Monitoring and Review with Setting Senco of SEND Children

Setting Senco

* ½ termly review meeting with parents
* Invites other professionals to attend (if appropriate) or asks them to send a report for the next termly review meeting
* Complete **Assess, Plan, Do, Review** sheet and share with Key Person
* Key Person/Senco complete the **EYSP** **Summative Review** sheet prior to next review meeting and bring to the meeting to discuss
* Key Person updates EYFS learning and development prior to next review meeting and bring to the meeting to discuss
* Senco ensures actions from last meeting have been addressed

Yes

No

Continue to monitor progress