

**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

EY SEND Officer:

* Completes **Record of Involvement** including next steps and actions and emails copy to setting for them to share with parents/carers.
* Signposts to Local Offer for relevant paperwork and strategies
* Setting Senco inform parents of EY SEND Officer observation
* Setting Senco and parent/carer complete **Parent/Carer Information form** together
* Setting organise staffing to enable Key Person and/or Senco to discuss the child with EY SEND Officer
* Monitoring and review with setting Senco of SEND children through planning meetings.

Setting Senco:

* Senco updates Early Years Support Plan following advice from EY SEND Officer and share with practitioners in child’s playroom.
* Liaise with Key Person who completes **Assess, Plan, Do, Review** sheet as an ongoing working document recording the child’s progress.
* Arrange half-termly review meeting with parents to discuss targets.
* Invites other professionals to attend or asks them to send a report for the next review meeting if unable to attend.
* Key Person/Senco complete the **EYSP** **Summative Review** sheet and updates EYFS learning and development termly prior to next review meeting and bring to the meeting to discuss.
* Senco ensures actions from last meeting and EY SEND Officer advice has been addressed and shared with parents.

Following the visit:

EY SEND Officer visits setting:

* EY SEND Officer initial discussion with Key Person and/or Senco, sharing Summative Review (EY Support plan) and Wellcomm screening outcome
* Setting Senco shares with EY SEND Officer a copy of Parent/Carer Information form
* EY SEND Officer observation of child in their usual environment capturing the voice of the child
* Discussion with Senco/Key Person to share strategies and next steps (SMART targets)

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

Yes

No

Continue to monitor progress