Early Years Panel

SEN Team, Educational Psychology, Early Years Provider Development Team (EY & Portage), Health representative, Social Care representative, Pupil Support Services, Representative from mainstream and special schools within Tameside Local Authority

**Purpose:** To identify children with complex additional learning needs that are likely to require planned support through a graduated approach of assess, plan, do and review.

To advise, plan, support and develop inclusive early learning environments making the links between education, health and social care to facilitate appropriate transition to compulsory schooling.

To embrace a multi-agency approach to assist in the monitoring and planning for children with complex additional learning needs ensuring timely referrals are made in line with the SEN Code of Practice.

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Where a child is identified as having additional special educational needs, a graduated approach with four stages of action: assess, plan, do and review should be adopted to provide a clear approach to identifying and responding to the identified SEN – settings must inform parents when making special educational provision for a child.

Where a child continues to make less than expected progress, despite evidence based support and interventions that are matched to the child’s area of need, practitioners should consider involving appropriate specialists who may be able to identify effective strategies, equipment, programmes or other interventions to enable the child to make progress towards the desired learning and development outcomes.

Further advice and guidance to early years providers around the development of inclusive early learning environments and support in co-ordinating timely referrals to the SEN EY Panel are managed through SENCO surgeries.

**Planning a submission to the SEN EY Panel**

**PVI settings** – will attend a SENCo Surgery to present the evidence they have gathered to demonstrate an assessment of needs identified and interventions put in place to address these evidence - plan, do, review cycle, detailed tracking using EYFS early years outcomes and observations demonstrating a graduated response and child’s responses to intervention, how professional advice/strategies have been followed – this should be monitored over at least a six week period

**SENCO Surgery** – to determine if there is sufficient evidence of intervention, implementation or whether further evidence is required, advising accordingly

**Portage/health & social care colleagues** – will discuss with their line manager who will evaluate the evidence in line with the above, ensuring that they co-ordinate and submit information as required in line with the child’s identified area of need. Where a child attends a PVI settings the referrer should notify them of their plan to submit and ensure appropriate support is gathered

**Sufficient evidence to submit to the SEN EY Panel** – The pack will be submitted to meet deadlines set by the SEN Team in a timely manner. The pack will be clearly labelled with **FAO: Early Years Panel** – sent to the [SENteam@tameside.gov.uk](mailto:SENteam@tameside.gov.uk) the referrer should complete a covering letter with contact details to allow the SEN Team to provide feedback – there must be a signed consent from parents

**Insufficient evidence to submit to the SEN EY Panel** – a graduated approach should be followed to address all identified additional needs. Advice offered should be followed with an agreed review date. Settings are to refer to the Local Offer for further advice and guidance.

**SEN EY Panel**

The Special Educational Needs, Early Years Panel will identify panel dates at the start of the academic year. These dates will include deadlines of when referrals should be submitted to the SEN Team, professionals’ response to triage and a date for a virtual panel meeting to take place.

* All referrals should be sent electronically to [senteam@tameside.gov.uk](mailto:senteam@tameside.gov.uk) FAO: SEN EY Panel by the agreed deadline.
* Referrals to the SEN EY panel will be shared electronically with panel members the day after they are received
* All panel members will have the opportunity to review the information and share their professional opinion by the agreed date to support the triage process (*using agreed proforma, virtual panel notes*) this should be returned to [senteam@tameside.gov.uk](mailto:senteam@tameside.gov.uk) FAO: SEN EY Panel/service name
* The outcome of triage should be one of the following:

No further action - Needs are being met at SEN Support through a graduated approach – setting to monitor

Discuss – where there are queries around the intervention in place and short term planning in place, require collaborative thinking

Return - Return to panel at a later date (specific evidence required should be identified)

Proceed - Proceed to STAR (the statutory assessment process, a decision is made around assessment of the child’s education, health and care needs)

Not known to service

* The triage information will be reviewed following the agreed deadline for professionals to respond, this information will be collated and a decision made around next steps in line with responses. (*recorded using proforma, virtual panel collective overview*)
* Where the responses are unanimous the case will proceed in line with the outcome identified, where there is a discrepancy in professional opinion the case will be discussed at the virtual panel – a copy of the collective overview will be shared with all panel members

The virtual panel will adopt a person centred approach to gather the information presented to support the identification of additional learning needs. The Panel will take in to consideration the parents views, professional views, what is working well and areas of concern in order to identify the next steps in a graduated approach. The outcome of the virtual panel will be one of the four outcomes identified above.

Following the Panel a member of the SEN Team will contact parents and the referrer to inform them of next steps and of the outcomes this will include advice and recommendations where appropriate.

**SEND – Resource Fund**

**What is it?**

The fund is available for children who have Special Educational Needs/ Disabilities (SEND), who are accessing their Free Entitlement Funding in the non-maintained sector (private day nurseries, preschool playgroups childminders) The SEND Resource Fund should be used to further enhance inclusive practise, fund or part fund resources, in order to include children in non-maintained childcare or early education settings.

**Who is eligible to apply?**

Children, who:

* Attend a private day nursery, pre-school playgroup, childminder
* Have significant identified SEND

Early Years Practitioners, who:

* Have documented evidence of purposeful action taken by early years practitioners
* To support transition in to a setting, where current professionals are able to identify additional resource is required, this should be part of a transition planning meeting

**What is the process to apply?**

* SEND Early Years Pathway – appropriate evidence gathered
* Attendance at a SENCO surgery
* Written report from appropriate agency e.g Physio/ Occupational Therapist for specific equipment
* Evidence of delay in at least one area of development and/or other record of any assessments e.g. Portage Checklist, Schedule of Growing Skills etc
* A completed application to the SEN EY Panel with accompanying evidence

**Other information:**

* An initial visit to the setting may be made to discuss the application.
* Setting staff will be responsible for informing parents and arranging meetings when considered appropriate
* Further support can be accessed through a SENCO surgery for advice/assistance with the application.
* Funding is decided via the Special Educational Needs Early Years Panel