

Key person/parent raises concern about a child's development and progress.

**Is this a new concern?**

**Check what information the parents are happy to share and who with - ensure parents have signed appropriate consent and have given specific permission to share.**

**Portsmouth SEND Pathway for Early Years Settings**

* Work in partnership with parents to discuss child's progress and share concerns
* Share setting Local Offer with parent when appropriate
* Keep records and agree actions - include dates of meetings/phone calls.

**Do concerns remain?**

**Assess**

Child is working at age appropriate developmental stages against EYFS and is making progress

**Continue to follow effective EYFS practice.**

Gather existing information regarding SEND needs, eg

* **Health Visitor** (HV) information and developmental checks

- **call 0300 123 6629**

* Early Help Assessment
* Looked after Child (LAC)
* Early Years Panel (EYP)
* **Therapies - call 0300 300 2019**

Speech and Language Therapy (SLT)/Occupational Therapy/Physiotherapy

* Vision and Hearing Team
* Portage/Portage+
* Information from other settings attended
* Any other involvements, e.g. Social Care
* Make detailed observations. Build up evidence of child's strengths and areas of concern
* Add child to setting's SEND monitoring list.
* Refer to Ordinarily Available Provision (OAP) for strategies and resources - [Portsmouth Local Offer](http://www.portsmouthlocaloffer.org/)
* Contact Health Visitor (with parents' consent) for any developmental checks and discuss concerns
* Find out if child has had a recent hearing/sight test

**Do concerns remain about the child's** **progress?**

**Plan & do**

**SEND support**

* Create a plan including interventions and desired outcomes.
* Refer to [SEND Code of Practice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/350685/Early_Years_Guide_to_SEND_Code_of_Practice_-_02Sept14.pdf)
* Follow the **ASSESS, PLAN, DO, REVIEW** approach (page 86 of the SEND Code of Practice).
* Refer to the OAP Provision for strategies and resources
* Continue to make detailed observations
* Contact EY Inclusion team [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk)
* Signpost parents to [Portsmouth Local Offer](http://www.portsmouthlocaloffer.org/)

**Review**

Review SEND plan in partnership with parents every six weeks or sooner.

Continue with **SEND support** on next page…

**SEND Support**

**Education, Health and Care Plan**

If, despite all the relevant actions being taken, there is still not the expected progress, then a request for an [Education, Health and Care Plan](http://www.portsmouthlocaloffer.org/local-offer-search/item/242) Assessment can be considered and discussed with parents. The child's needs should matched against the Portsmouth Profile of Need. A child matching the level 3 and 4 descriptors is likely to reach criteria for an EHCP.

You will need:

1. an EHA in place
2. evidence of SEND support and progress made over at least two terms
3. where possible, reports from relevant professionals, e.g. SLT, Educational Psychologist

**The child must be known to the EYP.**

**You should inform EY Inclusion team and ask for support if needed**

The request must be made using the Portsmouth request forms and in partnership with parents. It must be submitted to the SEND team at the Civic Offices [SEN.education@portsmouthcc.gov.uk](mailto:SEN.education@portsmouthcc.gov.uk)

If an assessment request is declined by the SEND team then continue with SEND plan as before and contact EY Inclusion team.

When referrals have been made:

* Record actions in the setting's SEND folder
* Liaise with outside agencies that are supporting child/family and follow their guidance
* Continue SEND support plans linked to recommendations from outside agencies
* Monitor impact and record observations to show progress
* Keep EY Inclusion team informed/updated if appropriate
* Follow up any blocks or barriers, e.g. slow responses from outside agencies or not being kept up to date with information.

**Is desired outcome being achieved?**

**Discuss with the EY Inclusion team and health visitor if not already done so**

Consider initiating an Early Help Assessment and possible referrals to:

* Speech and Language Therapy (SALT)
* Early Years Panel (EYP) - Setting to contact the HV to discuss. Referral must include the HVs 'Ages and Stages Questionnaire' (ASQ)
* SEND Inclusion Fund (SENDIF) - contact the EY Inclusion team to discuss criteria and process
* Children and Adolescent Mental Health Service (CAMHS) - 0300 123 6632 advice line
* Ensure parents are aware of and can access support if needed - Local Offer, Portsmouth IASS, Portsmouth Parent Voice etc

Continue with

**ASSESS, PLAN, DO, REVIEW** SEND support - see previous page.

**SEND support** continued

**Review** the SEND Plan

* Continue to follow the **ASSESS, PLAN, DO, REVIEW** process.
* Ensure that plans have clear outcomes.
* Track and monitor progress.
* Assess the impact of support and interventions.
* Consider contacting EY Inclusion team [eyinclusion@portsmouthcc.gov.uk](mailto:eyinclusion@portsmouthcc.gov.uk)
* Consider contacting Health Visitor if not already done so

**Is the desired impact being achieved through the plan?**

**Review**