

SEND guidance



Portsmouth SEND Pathway

This is a useful tool for settings to use to support them at any stage of identification and support for children with SEND. View the Portsmouth SEND Pathway [here](#).

Health Visitor Request for Contact

To request an ASQ or support from a Health Visitor you need to complete their request form. View the Health Visitor Request for Contact form [here](#).

EY Inclusion Enquiries Form

This is for Early Years settings to use to provide initial information to the Early Years Inclusion Team to access support and guidance. View the EY Inclusion Enquiries Form [here](#).

Profile Of Need (PON)

This will help you to decide whether the needs of a child are low and emerging or more complex. Complex needs usually sit within profiles 3 and 4. Use the PON to decide if a child should be known to Early Years Panel (EYP) or if they meet criteria for SEND Inclusion Funding at the higher level (SENDIF+) or if you think an Education, Health and Care Needs assessment should be completed. View the Profile Of Need document [here](#).

SEND Audit Proforma

Please complete and return the audit to inform the Early Years Inclusion team of the children you are supporting. View the SEND Audit Proforma [here](#).

Explanation of Early Years Panel (EYP)

It may be helpful to share this with parents if you are notifying EYP about a child. See [this link](#).

SEND Inclusion Funding (SENDIF)

SENDIF can be accessed at two different levels depending on need. The [SENDIF flowchart](#) can be used to help you understand the differences and will explain the different processes to apply for SENDIF emerging or SENDIF+.

Early Years Panel (EYP) Notification Form

This form should be used when you want to notify panel about a child. Don't forget to look at the [Profile of Need](#) to decide whether the needs are complex and meet the criteria for notification to be made. View the EYP Notification Form [here](#). Don't forget you will need to request an Ages and Stages Questionnaire (ASQ) from a Health Visitor if you are notifying EYP. See the Health Visitor request for contact form [here](#).

Disability Access Fund (DAF)

The DAF aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity. Three and four year olds will be eligible for DAF if they meet the following criteria:

- The child is in receipt of child disability living allowance (DLA) and;
- The child attends a childcare provider and receives free early education.

Settings must notify eyfunding@portsmouthcc.gov.uk if they have a child eligible for DAF and parents must declare this on the parental declaration form.

Early Years Panel (EYP) Update Form

If you need to update EYP because something has changed regarding a child's needs please use this form [here](#).

Don't forget, if you have any SEND or Inclusion questions or training needs, contact us at EYInclusion@Portsmouthcc.gov.uk