

# Portsmouth SEND Pathway for Early Years Settings (2024-2025)

Ensure that when you are sharing any information, that the parents have given full consent, are aware of who it will be shared with and for what purpose.

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

Is this a new concern?

Y

N

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

Do concerns remain?

Child is working at typical age appropriate developmental stages within EYFS and is making progress.

Continue to follow effective EYFS practice.

N

Y

- Make detailed observations. Build up understanding 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](#)
- Contact Health Visiting service (with parents' consent) for any developmental checks and discuss concerns - [complete Duty HV referral](#)
- Find out if child has had a recent hearing/sight test.

Do concerns remain about the child's progress?

N

Gather existing information regarding SEND needs, e.g.

- **Health Visiting service (HV)** information and developmental checks - **call 0300 123 6629**
- Family Support Plan (FSP)
- 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+
- ND Profile
- Information from other settings attended
- Discuss with EY Link Coordinator
- Any other involvements.

Y

## SEND support

- Create a plan including interventions and desired outcomes.
- Refer to [SEND Code of Practice](#)
- 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](#)

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

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

Assess

Plan & do

Review

**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 Visiting service if not already done so.

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

Y

N

Review

Continue with **ASSESS, PLAN, DO, REVIEW** SEND support in partnership with parents - see previous page.

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

Consider completing a **Family Support Plan**, if not already in place.

Possible referrals to:

- Speech and Language Therapy (SALT)
- Early Years Panel (EYP) - Contact the HV to discuss. Refer to the Profile of Need criteria
- SEND Inclusion Fund (SENDIF) - contact the EY Inclusion team to discuss criteria and process
- Consider completing the ND Profile
- Signpost parents as needed e.g. Local Offer, Portsmouth IASS, Portsmouth Parent Voice, Stand Up (on Facebook), Family Hubs, Moriah group (EAL Families)

**When referrals have been made:**

- Record actions in the setting's SEND folder
- Work in partnership with other agencies that are supporting child/family
- Continue SEND support plans linked to recommendations from outside agencies
- Monitor impact and progress
- Keep EY Inclusion team informed/updated
- 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?**

Y

N

**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 Assessment](#) can be considered and discussed with parents. The child's needs should match 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. Evidence of SEND support and progress made over at least two terms where possible
2. Reports from relevant professionals, e.g. SLT, Community Paediatrician

**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.

**Your Early Years Inclusion Team are: Sue Bowler, Ella Harbut and Hannah Rapley**