

Last year the Integrated Prevention and Earliest Help Service introduced a new integrated review for all children in the year before they start school. West Sussex, HCP and School Admissions have reviewed the processes to make sure we are working together as effectively as possible to support the needs of children and families.

Next week, your setting will receive copies of the new 'School Readiness Questionnaire' and a 'Starting School' leaflet, produced by the School Admissions Team. These are for you to distribute to families with children in your setting who are born between **1 September 2015 and 31 August 2016** and therefore due to start school in **September 2020**. We recommend that you keep a record of families you have given the leaflet and questionnaire to, so that you can ensure no family is missed. The School Admissions Team may request this information in case of an appeal a family make about their school place. Please ask parents to complete the questionnaire and return it to you.

The number of copies of the documents sent to you is based on the number of children within this age range attending your setting last term and an estimate of the number of children starting this term. Additional copies of the questionnaire, as well as further guidance on the process, are available on our website at: www.westsussex.gov.uk/integratedreview. Additional copies of the Schools Admissions Leaflet, as well as additional information about the school admissions, process can be found at: www.westsussex.gov.uk/admissions. If you have difficulties accessing these, please contact your local Children and Family Centre.

When parents return the completed questionnaire to you, please review the content and provide information, advice and guidance to families to address issues raised if you can. Please identify on the questionnaire, by ticking the appropriate box, if you are able to address the issue or if you require some support from HCP. Add to your CLaWBA record any additional information you have identified and actions you are taking as a result.

Once you have reviewed the completed questionnaires, please return them to the Healthy Child Programme Team by:

- Scanning both sides of each questionnaire and emailing them to your local HCP team – contact details can be found on our website: <https://www.westsussex.gov.uk/media/11287/hcpcd.pdf>
- Returning them to a member of IPEH staff for the attention of the HCP team.
- Taking them to your local Children and Family Centre for the attention of the HCP Team.

Please aim to return the questionnaires by **1 November 2019**, but it is still helpful for HCP to receive any completed questionnaires returned to you after this date.

Once they have received the completed questionnaires, a practitioner from the HCP team may contact you to discuss any health issues raised by families and how support will be provided to them. Where appropriate, they may also contact families directly to discuss any issues raised.

At your termly conversation with an Early Years and Childcare Advisor (EYCA) following the return of the questionnaires, your EYCA will discuss with you the children in your setting who are due to start school in September 2020. This will support your identification of any children or families who would benefit from additional support in preparing for the transition to school. At this point, your EYCA will collect your EYFS assessments for the children in this cohort. We will record this on our child records and use this to measure the impact of early intervention on supporting children to be ready for school. It will also help us plan services more effectively based on the information collected. The data will be analysed at Children and Family Centre level, so individual children or setting data will not be identifiable in any reports produced. This information will be shared with you to support you in understanding local need. To enable us to record your EYFS data accurately, please include the date the assessments were made, the child's full name, date of birth, address and postcode.

From the EYFS data collected in this process last year, we have some summary data that will be shared with you at the Early Years Learning and Development Networks this term. To find dates and book a space please go to <https://www.westsussexcpd.co.uk>.