Outline of SEN support offered by the EYC Team

**Step 1:** Provider has a concern about a child

**Step 2:** Key person liaises with SENCO and observes and monitors the progress of the child and contacts EYC

**Step 3:** EYC visits the setting and meets with practitioner and SENCO to judge the level of concern, parental involvement, IEP for the child and how the assess, plan review process is working

**Step 4a:** EYC asks SENCO and key practitioner to continue doing what they are doing as concern does not need further referral and arranges review day

**Step 4b:** EYC ask SENCO and key practitioner to seek parental permission to refer the child to the Autism and Early Intervention team

**Step 5:** Parental permission is obtained and the referral form is completed and send to the Autism and EY Intervention team with the latest intervention plan and review and other documentation
**Step 6:** Autism and Early Intervention team to contact SENDCO of the setting. Assigned Autism and EY Intervention consultant to schedule 2 observations at different times to develop an optimum profile.

**Step 7:** Input from Autism and EY Intervention Team

Assigned Autism and EY intervention adviser schedules two visits to develop an optimum profile. Report of summary, recommendations and feedback to parents. Autism and EY Intervention, adviser and setting agree the plan forward which can include school training, half termly visits and recommendations, weekly intervention from specialist teacher, an intensive programme with specialist nursery officer, or meeting with the SENDCO to discuss recommendation. Following the level of support, the Autism and Early Years Team complete a summary and review the action with all parties involved.

**Step 8:** Funding

Where it has been identified that the setting needs to apply to further funding to support the child of the child the following funding streams are available:

- For low level referrals this could be EY inclusion fund (for under 3s or 3 and 4 year olds). Both funding applications are made to the EY team.
- For higher level needs this would be the contingency funding (while waiting for EHC). Applications are made to the SEN panel. The provider would need to that they have used the resources available to them and outreach advice and guidance and they have taken an ‘assess, plan, do and review approach to meeting the needs of the child. They will need to specify how the additional resources will be used to improve the progress of the child and expected outcomes of interventions.

**Step 9:** Applications are approved by relevant panel and a final decision of funding awarded or alternative ways in which the needs specified can be met. In case of contingency funding awarded termly monitoring reports are made to the panel.