

Early Years Inclusion team - referral routes

Select route A, B or C

Route A

An early year's child with SEN/D is referred to the pre-school forum (PSF)

Select step 1. or 2.

1. Individual children may be referred to one of the following specialist teams:

- Early years inclusion
- Visually Impaired
- Hearing impaired
- Multi-sensory impaired
- Complex communication
- Physical disability
- Specialist Nursery assessment / nursery plus units / outreach services
- Specialist Language Units

1.1. Early years children who are considered 'pupils of a school' must access support from the school SENCO and qualified teacher for early years. e.g. academies, local authority nurseries, independents. Early years inclusion team will support the School SENCO Forums.

1.1.1. Children referred to early years' inclusion team support package

(Select step 1.1.1.1. or 1.1.1.2.)

1.1.1.1. SENCO Support advisor team to lead

- Children aged 0-3:
- Complex health needs
- Registered disability
- Accessing 2-year-old Nursery education funding (NEF)
- Potential referrals to nursery assessments units/nursery plus

(Go to step 1.1.2)

1.1.1.2. Area SENCO Team to lead

- Children in pre-school year:
- 'Enhanced support'
- Delayed entry
- Education health care plan
- Enhanced support into school

(Go to step 1.1.2)

1.1.2. Inclusion worker will visit and assess the level of support required by the setting and child and report back to PSF for final agreement on number of visits/support package to be allocated. This will be confirmed with setting and parents.

2. ALL PSF SETTINGS receive a list of free webinar SENCO sessions available once they have been recorded and uploaded – they will be promoted via the Early Years Bulletin (see general webinars list).

2.1. Webinar frequently asked questions. Common queries sent in for the webinars will be compiled and made available on the inclusion web pages. Live chats will also be advertised for specific queries to be answered by the team and other specialists.

2.1.1. Traded consultancy visits. Settings who do not meet criteria for direct support from the early years inclusion team can purchase 3-hour consultancy visits via the [WCF eStore](http://www.worcestershire.gov.uk/WCFEducationServices/info/3/shop) (<http://www.worcestershire.gov.uk/WCFEducationServices/info/3/shop>)

Route B

Setting identified as requiring capacity building (quality improvement) support via 'Early Years and School Inclusion Forum'

1. Inclusion audit is completed on visit resulting in action plan.

1.1. Action may include accessing webinars and clusters. (*Go to route A.2 or continue to 1.1.1*)

1.1.1. Early years setting is allocated a package of inclusion visits in response to issues identified:

- Setting practice considerations:
- Ofsted grade (inadequate or requires improvement)
- Any inclusion specific recommendations in Ofsted report
- Historical knowledge of practice
- Length of time between now and last time supported
- Experience level of SENCO and manager (inclusion specific)
- New SENCO in post

1.1.1.1. 'Early Years and Schools Inclusion Forum' will monitor the progress of the setting and remove from list of settings causing concern when the appropriate progress is made. Terms of reference can be downloaded from the Inclusion Team [web pages](http://www.worcestershire.gov.uk/WCFEducationServices/info/31/early-years-inclusion) (<https://www.worcestershire.gov.uk/WCFEducationServices/info/31/early-years-inclusion>)

Route C

Early years setting has completed a pre-school notification (PSN) that requires signing off by an inclusion officer.

- i. **Inclusion audit is completed on visit resulting in action plan.**
 - a. **Child referred to pre-school forum** (*Go to route A*)

General webinars:

- Pre-school forum overview
- Graduated response in early years (recommended paperwork)
- Local inclusion fund
- Parental support and engagement
- Specific to Primary Area of Need:
- Social communication,
- Visual / hearing / multi-sensory impairments
- Speech and language
- Physical disabilities and complex health needs
- Down syndrome
- Global developmental delay
- Personal, social and emotional development and social, emotional and mental health
- New webinars will be produced in each subject on a termly basis; further developing practitioners learning.
- FREE SENCO Clusters available to book on via CPD on-line.
- Early Years Team will also attend and support the School SENCO Forums.