



At the heart of everything we do

Pre School Forum Survey

“YOU SAID, WE DID”



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Introduction

In June 2021 Worcestershire Children First reviewed the functions and impact of the Pre-School Forum; the process in which the local authority monitors children with SEND during their preschool education.

We contacted all professionals associated with the Forums, and parent/carers of children who were known to the Pre School Forum, asking a series of questions to aid our review and identify areas of strengths and areas for development.

Thank you

We would like to thank all parent/carers and professionals who took the time to thoughtfully answer the questions posed in the survey.

The 86 responses have been collated into a development plan to support improvements in how the Pre-School Forum discussions, referrals and decisions impacts on children's early years education and holistic development.

Key Findings

7 common themes were identified and are shown below

- COMMUNICATION
- LACK OF INFORMATION
- REFERRAL PROCESS
- TRANSITIONS INTO SCHOOL
- TRAINING
- CAPACITY
- FUNDING

'You said, We did'

The survey had 86 respondents, covering all aspects of the Pre School Forum in Worcestershire.

We have used the common themes highlighted in the survey as a framework and responded to the areas below, detailing what work we have done to address any concerns and what we plan to do next.

Overarching Themes

Theme	Comments	What have we done	Future plans
COMMUNICATION	<p>Parents and settings do not always receive timely feedback – and when it is received it is brief and provided verbally in many circumstances.</p> <p>Positive comments from settings who receive written feedback.</p> <p>Parents and settings do not always know when children will be discussed or feel that they can't consistently feed their opinions into the meetings.</p> <p>Pre School Forum lists are received too late, giving professionals and settings very little time to gather information – affecting the quality of the discussions and the ability for parent/carers and settings to feed into the discussions.</p> <p>Not all relevant services and parent/carers are copied into reports about the children.</p>	<p>Business Case produced for an administration post jointly funded by health and WCF. Post to provide timely written feedback to all settings and parent/carers.</p> <p>Trialled written feedback and monitoring form to settings supported by Early Years Inclusion Team. Setting SENCo's then share with parent/carers and return ready for next discussion date.</p> <p>List of children due to be discussed is released to professionals 2 weeks earlier.</p> <p>Single child files for single point of storage on Microsoft forms are being developed. Access to be available to all relevant services.</p>	<p>Receive approval to recruit and advertise post.</p> <p>Monitoring forms to be issued to all settings/parent/carers to feed setting and parent/carer opinions into the PSF discussions, including date of next discussion. (Currently only in place for children supported by Early Years Inclusion Team). Approval for specific post in process (see above).</p> <p>To consider widening access to parent/carers for full access to child's files</p>
LACK OF INFORMATION	<p>Parent/carers/practitioners are not always aware of what the Pre School Forum is for – what its functions are and what the potential outcomes are.</p>	<p>Reviewed and updated the Guidance for Professionals in making a referral; to include clear criteria for referral – i.e., EYFS levels. To include the reviewed 'Step by Step guide for referrals' for Early Years settings within this document.</p>	<p>Continued promotion of referral process at the termly Early Years Inclusion SENCO Forums. Wildly distribute PSF Directory of Services and link to in all PSF literature.</p> <p>To include EAL versions.</p>

Theme	Comments	What have we done	Future plans
	<p>Parent/carers/practitioners are not aware of the range of services available or how their children qualify for the services.</p> <p>Information on school and early years funding is confusing and parent/carers and settings do not understand the procedures, or where they can gain this information.</p> <p>Parent/carers want more information on how they can support their children's development.</p>	<p>Animation for Parent/Carers on the PSF has been created: https://youtu.be/atVx1lbVcF0</p> <p>A 'Pre School Forum - Directory of Services' is in development. It includes: An overview of the service Which children they can support How they will provide support to your child's early years setting How they will provide support to the family of the child What level of input you should expect? Any criteria for support that is set by the service The intended outcomes of the services support Contact details</p> <p>Early Years Funding Webinar for parents, carers and early years SENCO has been created. Early Years Funding Webinar</p> <p>Early Years Local Inclusion Fund Workshop created for settings (54 attendees to date).</p> <p>Early Years Pathway created on the SEND Local Offer</p>	<p>To be linked to all relevant web pages and PSF literature.</p> <p>Early Years team to create an information leaflet for parents</p> <p>Make improvement in SEND Local Offer and information for parents on Early Years and SEND services website. Consultation with early years settings and Parent/carers groups.</p>
REFERRAL PROCESS	<p>Not all referrals are considered timely, and there are misunderstandings around the procedures from practitioners and professionals.</p>	<p>Simplified the referral process:</p> <ul style="list-style-type: none"> - Improved the Pre School Notification and Q5 and streamlined requests for information. <p>In the process of updating all Pre School Forum paperwork to include improved guidance, webinars and animations.</p>	<p>Review and improve Guidance for Professionals Document – include the Step-by-Step Guide for Early Years Settings in guidance document.</p> <p>Considering an on-line referral process via the Chs Secure Portal.</p> <p>Termly Pre School Forum events for all professionals and parent/carers to ensure clear understanding of PSF procedures.</p>
TRANSITIONS INTO SCHOOL	<p>Information can be received too late for schools to plan appropriately.</p>	<p>Plan to provide information earlier to schools who have children known to PSF. To include:</p>	

Theme	Comments	What have we done	Future plans
	<p>Limited information is received / not received at all.</p> <p>Lack of information for settings and parents on school reception funding.</p>	<ul style="list-style-type: none"> - Letter to school once school place has been confirmed (in liaison with Admissions team) - Once a child is referred for a Profile notify the receiving school of this and send transition template to aid discussions between early years settings and reception class. - Activity to form part of proposed PSF admin post. <p>35 Early Years settings are accessing free Transition training programme via Dingleys Promise (DfE funding project.)</p> <p>Continued promotion of need specific transition templates on early years inclusion resources page A-Z T for Transition</p>	<p>Action Learning Set on Transitions supported by Dingley's Promise (DfE funded project) – to produce Transitions Strategy (2 meetings held to date)</p> <p>WCF to develop training course and leaflet on funding at support available during transition into school reception class.</p>
TRAINING	<p>Numerous areas of training have been identified for parents and practitioners (funding, PSF referrals, PSF roles and responsibilities)</p>	<p>Early Years Local Inclusion Fund Workshop created for Early Years settings (98 bookings to date with 3 further courses organised).</p> <p>Early Years team have created an early year's inclusion funding webinar for parents and SENCO's.</p> <p>Animation for Parent/Carers on the PSF has been created and uploaded: https://youtu.be/atVx1lbVcF0</p>	<p>Early Years team to create an information leaflet for parents</p> <p>Termly Pre School Forum events for all professionals and parent/carers to ensure clear understanding of PSF procedures.</p> <p>PSF Animation and Funding Webinar to be linked to all relevant web pages and PSF literature.</p>
CAPACITY	<p>Improvements to processes (written feedback) whilst well received has significant impact on team's capacity to carry out roles.</p>	<p>Business Case produced for an administration post jointly funded by health and WCF. Post to provide timely written feedback to settings and parent/carers and free up officer capacity.</p>	<p>Awaiting outcome of Admin post proposal.</p>

Theme	Comments	What have we done	Future plans
FUNDING	<p>Inadequate funding is received to match local authority and parent/carer expectations of support (school and settings).</p> <p>Lack of awareness and understanding of current funding guidance documents.</p> <p>Parent/carers are not always informed when settings or schools receive funding, or understand what support it will result in.</p>	<p>Early Years Local Inclusion Fund Workshop created for Early Years settings (98 bookings to date with 3 further courses organised).</p>	<p>Early Years Funding to be included in review of SEND provision in the Early Years.</p> <p>Early Years team to create an information leaflet for parents and a parent/carer funding webinar.</p> <p>SEND to create information / training for schools on reception funding.</p>