



Frequently Asked Questions for the Early Years Inclusion Notification and Process

Do the parent / carers receive an automatic questionnaire following the submission of a notification?

Yes. The parent / carer will be emailed a questionnaire to be completed following your notification being submitted. We recommend that the health or education professional uploads the parent questionnaire on their behalf. This can be completed at the time of submitted the notification in the upload section.

Where do I find a copy of the Parent / Carer Questionnaire?

A copy of the Parent / Carer questionnaire is available for download prior to submitting the notification, on the Early Years Inclusion Process Website. <https://www.worcestershire.gov.uk/worcestershire-children-first-education-services/support-services/improving-schools-and-settings/early-years/early-years-inclusion/early-years-inclusion-process>

How do I submit a new notification to the Early Years Inclusion Process?

New notifications must be submitted via the Liquidlogic portal. Any notifications submitted by other methods of communication will not be accepted. <https://ehmportal.worcschildrenfirst.org.uk/web/portal/pages/healthprovidernotificationh1#h1>

How do I know if a child has had a notification submitted?

Please email us at: eynotification@worcschildrenfirst.org.uk or telephone 01905 843099 and we can check for you.

I submitted a notification for a child, and I did not receive the intended outcome?

In some cases, the Early Years Inclusion Process may have discharged a child earlier than expected. If this is the case, please re-submit the notification as an 'existing' notification via the same form and add in additional information into the 'Child's Voice' Section.

My child is in the summer term of their preschool year. Do I need to complete an Early Years Inclusion Notification?

The early years Inclusion process has many functions. Some of which are to facilitate statutory duties. If a child is in their preschool year, and has complex needs, then we request that a notification is made. Where notifications are submitted after 31st April in the child's preschool year, the early years Inclusion process is unable to offer an outcome for child specific work from the Inclusion Support Services. Instead, an outcome of 'No further Action' may be issued.

In those circumstances, the Early Years Inclusion Area Senco team will continue to offer advice and guidance to support all early years providers.

How do I give feedback on the process?

Parent / carers are encouraged to give feedback on the Early Years Inclusion Process. This can be completed via the online form <https://forms.office.com/e/RsL5iTKhMF>

Providers are encouraged to give feedback on the Early Years Inclusion Process. This can be completed via the online form https://forms.office.com/Pages/ResponsePage.aspx?id=hxi0rDe900WeZUfN5I3IWnhkYe_IgFpAu6tXzg4tRQBUOVJHUFgyRkQwTFI3RjhHUU9aNFFRMOVPUI4u

What are the responsibilities of Early Years providers?

All providers of Early Years settings must have regard to the SEN Code of Practice, which describes how help for children with SEN should be made. All settings and schools should have a named SENCO and a SEN policy. The SENCO in the setting has responsibility for drawing up and implementing the setting's SEN Policy covering issues of inclusion and admissions. The manager of the setting has ultimate responsibility for ensuring that the SEN policy is put into effect. All staff in the setting should support the SENCO in their role and contribute to the SEN policy.

My child needs an enhanced transition, how will they be supported?

The new Early Years Inclusion Process has been designed to support the enhanced transition process in several ways:

- Supporting early identification of needs so that targeted provision can be put in place and closely monitored and reviewed over time.
- Additional support from Inclusion Support Services to provide specialist support through the graduated response. If these professionals are involved at point of transition, they will be involved in the transition process.
- Ensuring that children who require an EHC needs assessment have this requested prior to transition.
- From Summer Term 2024 RETA funding is no longer available to providers however, for significant children an individual extended transition may be required. This will need to be initiated by the provider SENCO with the receiving school SENCO as soon as school placement has been confirmed.



What support is provided to Early Years Providers by the EYIT?

Continuing Professional Development

The EYIT develop and deliver a range of continuing professional development opportunities for practitioners in the Early Years, including specific input for SENCOs. The training offer can be found here: <https://www.worcestershire.gov.uk/worcestershire-children-first-education-services/education-services-training-and-cpd>

The EYIT, alongside other services (e.g. CCN Team) have also produced a range of resources and webcasts to support providers in delivering specific support and interventions; these can be found here: <https://www.worcestershire.gov.uk/worcestershire-children-first-education-services/support-services/improving-schools-and-settings/early-years/early-years-inclusion/early-years-webcasts>

The EYIT Area SENCOs run half termly EY SENCO network meetings which are a mix of online and face to face opportunities for EY SENCOs to be gain national and local updates as well as discussing SEND related topics.

Setting Support

Each Early Years provider will have a named Area SENCo. Some settings may receive a visit or virtual support to discuss SEND related areas. In addition to this Area SENCOs will run a telephone consultation line so that settings are able to contact them directly to discuss SEND related topics or to seek further advice/support about CYP attending the session. Booking is essential as places are limited. To book your place you will need to add your name and number onto this document https://docs.google.com/document/d/1cWhuv7MJiQbV_gkskUGxfRnIADU7M7iPwhZT-SQv4sE/edit?usp=sharing

Individual Child and / or Young Person

Providers should notify the Worcestershire Children First of concerns once you have completed two cycles of your own Graduated Response paperwork and trailed some of your own strategies by completing an Early Years Inclusion Notification. This will provide providers with the opportunity to provide information on their graduated response. If settings are unsure of this process they are able to contact their Area SENCO for support.

Through the Early Years Inclusion Process there is a triage to ensure the most appropriate Inclusion Support Service is involved at the right time. One of these services is the Early Years Inclusion Team.

When the Early Years Inclusion Team becomes involved an initial discussion takes place. This is followed by a Team Around the Child (TAC) meeting with parents /carers and other professionals involved to discuss the level of support that may be needed to help the child to progress with regard to their learning and development. This may include strategies, interventions and resources.

Where additional support or training is needed the Area SENCO or one of our SENCo Support Advisors may also go into a setting to model strategies and support staff.

The team works in partnership with other professionals, including Speech and Language Therapists, Physiotherapists, Occupational therapists, Educational Psychologists, Health Visitors and Paediatricians.

During meetings any future support your child may need will be discussed; this might include support when they move onto school. Where a child will need additional support, the EYIT will review the case in the Early Years Inclusion Process and request support from an additional service (e.g. CCN Team, Educational Psychology Service).

My child has a completed Education, Health and Care Plan (EHCP).
Will they continue to get support from the Early Years Inclusion Process?

Once a child has received their final Education, Health and Care Plan (EHCP), the Early Years Inclusion Process will no longer be offering support to the Early Years provider. The needs of the child will have been identified as part of the needs assessment process. The professionals will have outlined what support is needed to meet those needs. It will then be the responsibility of the Early Years provider to implement the plan. The Early Years provider will have access to the Area SENCO team should they need support, via the Universal offer which includes the surgeries slots, possible SENCO support visits and helpline. Every Education, Health and Care Plan will receive an annual review. In Worcestershire the educational setting or Early Years provider are responsible for arranging and facilitating the Annual Review. If the child is aged 0 to 5 then the plan should be reviewed frequently, every 3 to 6 months. Further information can be found here: <https://www.worcestershire.gov.uk/council-services/childrens-services/send-local-offer/ehcp-annual-reviews>.

My child has received a Refusal to Assess (RTA) or a Refusal to Issue (RTI) from SEN Services. Will they continue to get support from the Early Years Inclusion Process?

In these cases, SEN Services will notify the Early Years Inclusion Process of any children who need to be returned to the 'triage' stage of the process. The original notification and any updated information will then be triaged to decide the appropriate outcome. It may be decided that the needs of the child can continue to be met by the Early Years provider.

I want to submit an Early Years Inclusion Notification. Do I need to attach supporting evidence?

Yes. The role of the Early Years Inclusion Process is to support the Early Years provider to implement their graduated response cycles. WCF require that Early Years providers submit two rounds of graduated response cycles to their notifications. These may be short cycles of support but are required in helping the triage process to assign the appropriate outcomes. There is a flowchart which has been created, to show a visual representation of the process. This can be found on the Early Years Inclusion Process webpage. <https://www.worcestershire.gov.uk/worcestershire-children-first-education-services/support-services/improving-schools-and-settings/early-years/early-years-inclusion/early-years-inclusion-process>