 EARLY IDENTIFICATION AND HEALTH NOTIFICATIONS

**Professional identifies a child as having SEND.**

**Complete Early Identification and Notification form and sent to the Early Years SEND Advisory Team, Cognus Limited at** [**sen.cognus@nhs.net**](mailto:sen.cognus@nhs.net)

***Colleagues may also seek access to services provided by Children with Disabilities Team, including Early Support. For these services please refer to Children’s First Contact Service (CFCS) and use CFCS referral form.***

[***www.sutton.gov.uk***](http://www.sutton.gov.uk/)

**Early Years SEND Team record notification on Notification Register and discussed at the multi-agency Early Support Panel (fortnightly)**

**Early Years (EY) SEND Team works with the Early Years setting and/or family.**

**For Children attending a Sutton EY setting – *half termly contact + visits.***

**For Children not yet attending EY setting – *termly contact by phone.***

**For children in an out-of-borough (OOB) setting – *termly contact by phone plus 1x visit if needed.***

Establish cycle of graduated response – Assess/Plan/Do/Review

Liaise with other agencies involved

Allocate inclusion funding if appropriate

Advise/help on EHCNA request where appropriate

Signpost to other agencies as appropriate

EY SEND Team contact Parents to support and advise on…

EY SEND Team contact setting to offer support and advice -

Liaise with EY team in local borough

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|  | **Signposting to other services** | |
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|  | **Free childcare entitlement** | |
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|  | **EHCP processes** | |
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|  | **Transition into School** | |
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Transition to school

EHCNA requests as appropriate

Signposting to Sutton local services

Support transitions into school term prior to transfer