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**Request for Support from Area SENCo Team**

**(Guidance)**

This form should be used when an early years setting requires support from an Area SENCo to assist them to make special provision to meet the special educational needs of a child.

Once complete, this form should be e-mailed via secure email (Egress) to the Area SENCo mailbox

[**areasenco@haringey.gov.uk**](mailto:areasenco@haringey.gov.uk)

If you are unsure about any part of the referral process, including how to fill out the form, please contact/ talk to the Area SENCo allocated to your setting.

**Significant harm to infant, child or young person**

**If you have any concerns that an infant, child or young person may be or is at risk of significant harm or has been harmed or abused, you must make immediate telephone contact with Multi-Agency Safeguarding Hub (MASH) You may then be asked to confirm the referral in writing within 48 hours by completing and submitting the MASH Referral Form**

**Email: mashreferral@haringey.gcsx.gov.uk**

**Tel: 020 8489 4470- during office hours (Monday to Thursday**

**8.45am to 5pm; Friday 8.45am to 4.45pm)**

**020 8489 0000- Emergency Duty Team - out of office hours**

**(including weekends)**

Many Thanks

Area SENCo Team

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| **Area SENCo Team**  Level 2, Alexandra House  10 Station Road  Wood Green  N22 7TR  020 8489 1511/5098/1720 |  |
| **Request for Area SENCo Support**  ***Notes for use: please complete electronically, text boxes will expand to fit your text. Where check boxes appear, insert an ‘X’ in those that apply.***  ***Please email the completed form and relevant documents, password protected, ­ to:*** [***areasenco@haringey.gov.uk***](mailto:areasenco@haringey.gov.uk) | |
| |  |  |  |  | | --- | --- | --- | --- | | Child’s first name |  | Family name |  |  |  |  |  |  | | --- | --- | --- | --- | | Child’s Address |  | Date of birth |  |  |  |  |  |  | | --- | --- | --- | --- | | Ethnicity |  | Languages spoken at home |  |  |  |  | | --- | --- | | Disability/Area of need |  |  |  |  |  |  | | --- | --- | --- | --- | | Parent/carer  name & contact number |  | Parent/carer (2) name & contact number |  |  |  |  |  |  | | --- | --- | --- | --- | | Setting |  | Setting contact details |  |  |  |  |  |  | | --- | --- | --- | --- | | Date started at setting |  | Name of SENCO |  | |  |  |  |  | | |
| **Child’s Baseline Measure - Early Years Foundation Stage (EYFS)**  In the relevant columns below, please note the child’s level of development in months and whether it is emerging (E), working within (WW) or secure (S) and the age of the child at assessment in months. For example, 18 months WW at 24 months old   |  |  |  | | --- | --- | --- | |  | | Baseline on entry  Date:  Age : | | Personal, Social, Emotional Development | Making relationships |  | | Self-confidence and self-awareness |  | | Managing feelings and behaviour |  | | Communication and language | Listening and attention |  | | Understanding |  | | Speaking |  | | Physical development | Moving and handling |  | | Health and self-care |  | | |

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| **Please give details of area(s) of need identified** | **Comments** |
|  |  |
| Communication & Interaction |  |
|  |  |
| Cognition & Learning |  |
|  |  |
| Social, emotional and mental health difficulties |  |
|  |  |
| Sensory and/or Physical needs |  |

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| **What provision/strategies have been used to address the identified needs and what outcomes have been noted (including developmental progress over the last 6-12 weeks via EYFS tracking and/or Early Years Support Plan)** |
| **List any other professionals involved (Health Visitor, SLT etc)** |
| **What support do you need from your Area SENCO?** |

Data Protection Act 2018 Right to be Informed - Privacy Notice

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| Organisation collecting your information | Haringey Council’s Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the [Data Protection](http://www.haringey.gov.uk/contact/information-requests/data-protection) section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights. |
| Why we need your personal information | To provide you with Early Years Inclusion support services. This includes assessments, advice and intervening directly with educational settings (i.e. school, nursery etc.) |
| Data Protection Act 2018 basis for processing | Processing is necessary for compliance with a legal obligation |
| Details of statutory or contractual obligation | Children and Families Act 2014 (section 3), Education Act 1996 |
| Consequences of not providing the information | Example: Haringey council would be unable to investigate or respond to your complaint. |
| Who we might share your information with | Haringey Officers, Dfe and Other professionals if required, schools, colleges, preschool settings, health, other professionals, other local authorities where necessary. |
| How long we will we keep your information | 25 years from DOB |

**Parent/Carer Confirmation**

**I confirm that the request for referral to the Area SENCo Team to support my child has been fully discussed with me and that I have read and understand the attached information supporting the request. I agree to Haringey Council sharing this information with relevant agencies.**

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| --- | --- |
| Print name |  |
|  |  |
| Signed |  |
|  |  |
| Date |  |

**Completed by**

|  |  |
| --- | --- |
| Print Name |  |
|  |  |
| Signed |  |
|  |  |
| Date |  |