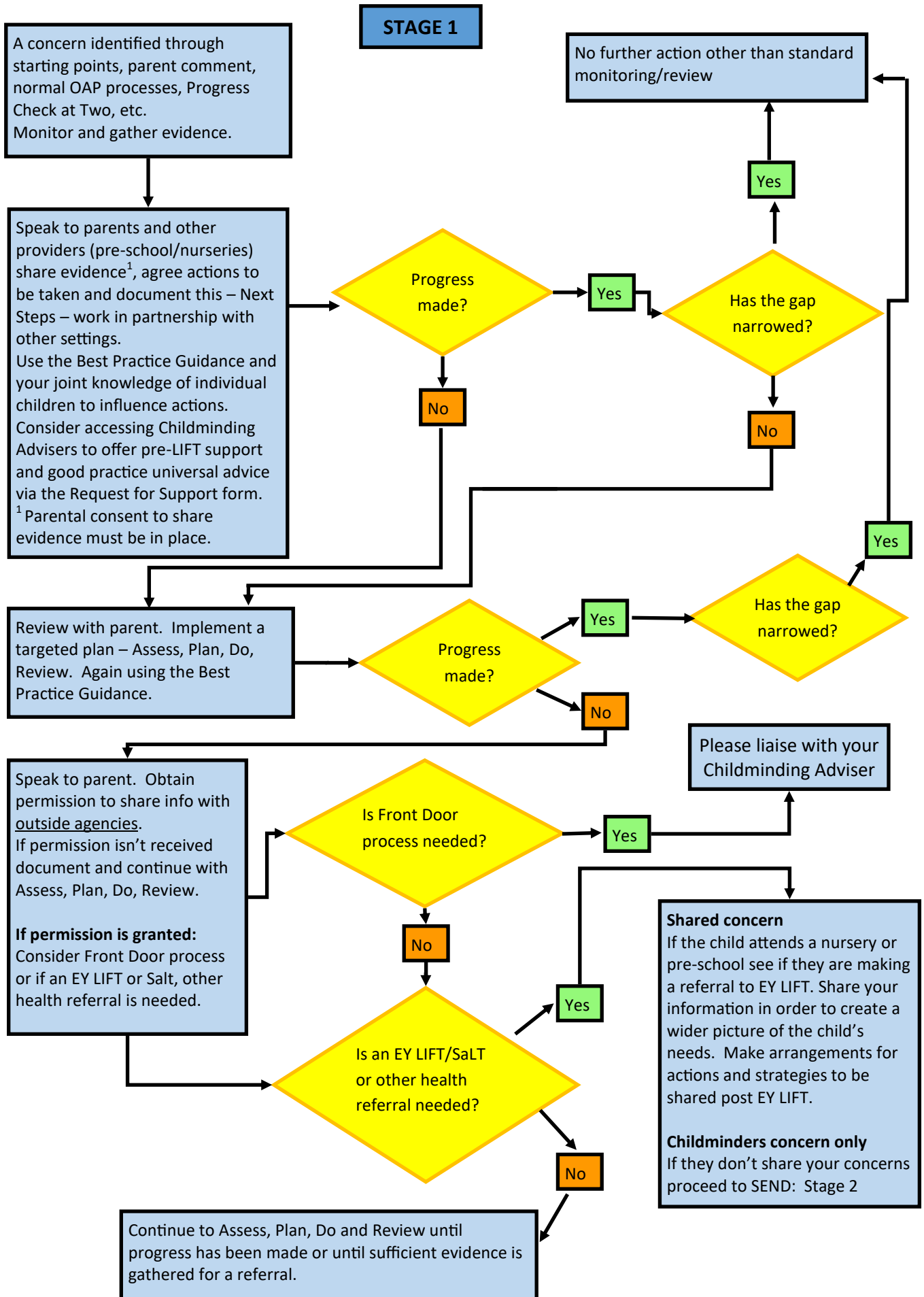


HANDOUT SEND/03 – SEND Flowchart



STAGE 2

Having completed Stage 1 you should now have the robust evidence you need to make a referral to EY LIFT. You must have parental permission before you continue. If you do not receive permission please document and revisit with the parents regularly. Please remember if the child also attends another EY setting they should take the lead on an EY LIFT referral and you should be working in partnership to help the child achieve their targeted plan. If they do not share your concerns or if the child doesn't attend another EY setting you will need to take the lead on the referral.

All referrals for advice and Specialist Teacher involvement come through the EY LIFT process with the expectation that the targeted or personalised plan is included, Best Practice Guidance Audit Tools or whatever is specified by your district.

If you need any help with completing the paperwork liaise with your Childminding Adviser. You will also need to complete an EY LIFT referral/request form. The referral/request form, together with the parental consent (generic for schools and EY), can be found on the Specialist Teaching and Learning Services (STLS) page on Kelsi:

<http://www.kelsi.org.uk/special-education-needs/special-educational-needs/local-inclusion-forum-teams>.

Once you have done this please contact the District Co-ordinator / Inclusion Manager and be prepared to summarise what actions you have taken to-date. For example any impact of Universal and Targeted Levels of practice, the rate of the child's progress and clear evidence of whether the gap in attainment is stable, closing or widening. Please be aware you will then need to send the completed referral form and the accompanying paperwork to the STLS District Lead via post – recorded delivery or by local district processes. Note: For sensory impairment, requests for specialist intervention should be made directly to the County Coordinators for hearing impairment or visual impairment. Please see Kelsi for details.

EY LIFT groups meet termly. The purpose of these meetings is also to discuss inclusive practice to ensure that providers are meeting the needs of all children. If you can attend in person this would be advantageous. However, if this isn't possible because of your other childminding commitments your STLS District Leads will advise you accordingly. Your role as the child's childminder is to work in partnership with the identified Specialist Teacher who will advise and support as appropriate or carry out the advice offered at the EY LIFT meeting. Please follow any advice given and continue to Assess, Plan, Do and Review until you have additional evidence, progress is made or the gap widens meaning that another referral is relevant.