

GUIDANCE FOR COMPLETION OF THE SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEN/D) INFORMATION VIA THE EARLY YEARS HEADCOUNT PROVIDER PORTAL

FAO UNIT MANAGER / SENCO

We now have the ability to capture the SEND status of FEL children via the Provider Portal as part of your termly headcount census return.

The Local Authority needs to collect and report information about children with Special Educational Needs and Disabilities (SEND). This is to help plan and designate support for the children, their settings, and families.

It is important when collating and using the information that it is as accurate as possible and that there has been some moderation of categories across providers. If you are unsure after reading the guidance information, please contact an Inclusion team teacher on 2736411 for further advice.

CATEGORY	DESCRIPTION
<p>SEN SUPPORT (K)</p> <p>Please note this category replaces the terms School Action or School Action Plus as part of the revised Code of Practice for S/END (June 2014)</p>	<p>Children for whom concerns have been identified & discussed with carers and who are receiving additional support interventions either by staff in the setting (e.g. speech & language support activities, Makaton signing, use of symbols/visual prompts, additional behaviour strategies in place etc.) or those receiving support from external agencies e.g. Early Years Inclusion Service, Autism Service, Hearing & Visual Impairment Services or regular input from medical therapy services. An Individual Plan should be in place to record these strategies.</p>
<p>UNDER ASSESSMENT</p>	<p>Children for whom it has been agreed that after on-going multi-agency support input, further long term additional support (due to low incidence needs) is required in order to access the learning offer and make progress. A request for further assessment (and possible Education, Health & Care Plan resulting) may be made to the LA. If this assessment request is agreed to be progressed then the child should be recorded as Under Assessment.</p>
<p>EDUCATION, HEALTH & CARE PLAN (E)</p>	<p>Children who already have a EHCP in place when starting accessing their FEL provision.</p>
<p>STATEMENT (S)</p>	<p>Children who have been assessed previously & have been issued with a Statement of SEN under the old system.</p>
<p>NO SPECIAL NEEDS PROVISION (N)</p>	<p>Children who have not been identified as having any additional needs, whose progress is broadly following the agreed developmental norms.</p>

***PLEASE NOTE:** We are not the only users of this child data. You may find a SEND status “appears” on a child’s record which you did not enter there.

PLEASE DO NOT DELETE THE INFORMATION EVEN IF YOU DID NOT ENTER IT YOURSELF