

SEND Early Notification:

Information Leaflet and Early Notification For Professionals

For Parents/carers, and professionals.

Covering all four areas of the Black Country: Dudley, Sandwell, Walsall and Wolverhampton.



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What is SEND?

SEND stands for **special educational needs and disabilities**. It's a term used to describe learning difficulties or disabilities that make it harder for a child or young person to learn compared to children of the same age.

The Children's and Families Act 2014 states:

xiii. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

xiv. A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or*
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions*

SEND can affect a child or young person's:

- behaviour or ability to socialise, for example they may struggle to make friends
- reading and writing, for example because they have dyslexia
- ability to understand things
- concentration levels, for example because they have attention deficit hyperactivity disorder (ADHD)
- physical ability

What is Early Notification of SEND

Early Notification is a form completed by a health care professional to alert the local authority (LA) to a potential child with SEND needs that is under statutory school-age (under 5). The local authority has specialist teams and services available to support children and young people with



SEND. By notifying the local authority early to a child or young person that may have SEND it ensures that the child and their family have access to the right support at the right time, so that their needs can be met.

Health services have a statutory obligation (SEND Code of Practice, DfE, 2015, 3.60) to, *'inform the appropriate local authority if they identify a child under compulsory school age as having, or probably having, a disability or SEN (Section 23 of the Children and Family Act 2014).'* A discussion will also be held with the family as part of this process.

The Early notification process does not replace referral to the Child Development Centre (CDC).

[Who can complete an Early Notification form](#)

The Early Notification process involves health care professionals completing an Early Notification form and sharing this with the Local Authority. This form can be completed by one of the following health professionals, alongside parents or carers.

- Paediatricians/Designated Medical Officers
- Health Visitors
- Speech and Language Therapists
- Physiotherapists
- Occupational Therapists
- Children's Community Nursing Team
- School nursing team
- Consultant Audiologist / Ophthalmologist
- GP's



Why are we considering an Early notification of SEND?

The purpose of the SEND Early Notification is to ensure that the Local Authority (LA) is aware of children with SEND so that support, advice, and information can be shared with the family, enabling them to access the most appropriate early years education for their child.

The **threshold for sending an early notification of SEND** is determined by the identification of a child under compulsory school age who has or may have special educational needs or disabilities.

- There is no generally accepted right time for a SEND Early Notification to be made. Health colleagues will notify the LA at a time that is appropriate. However, the benefits of early identification are widely recognised – identifying need at the earliest point, and then making effective provision, improves long-term outcomes for children (SEND Code of Practice, DfE, 2015).
- It is not the function of the SEND Early Notification to serve as a recommendation for a specialist setting, although in some cases a specialist setting may be the most effective way of providing the arrangements for a child.
- The SEND Early Notification is not in itself a request to undertake an Education, Health & Care Needs Assessment.

What information is required for Early Notification?

The following information will be completed alongside the parent/carers as part of the Early Notification:

- Personal information such as name, date of birth and address.
- The needs of the child and how these impact on their development and their activities of daily living.
- Any diagnosis(es) that have been made and the professionals that are currently involved.



- Nursery/School setting.
- Any other information felt to be relevant in agreement with the parents/carers.
- Confirmation of whether the parent/carer would want any contact from the Local Authority or if the notification is for information only.

What does the Local Authority do with the information?

The Local Authority (LA) may contact you to discuss your child's needs further, including any concerns you may have. If your child is currently accessing nursery/school the LA may liaise with them directly to monitor your child's needs, including any progress they may make. Your child's details will also be added onto a database. This data base will help to project future needs and provisions for the area's future demographic. At this time the Early Notification can be used as information only, and / or to support you and your child/young person in potentially accessing support available to you.

Potential next steps

This notification is to help planning on a wider scale so may not in itself lead to any direct support, as there may be other ways of identifying and meeting your children's needs.

If your child's early years provider identifies that your child requires additional support, they can discuss with you why they think this is necessary and what support may be available to support your child and yourselves.

Where can I access more information or support?

Dudley – <https://dudleyci.co.uk/send-local-offer>

Sandwell – <https://fis.sandwell.gov.uk/kb5/sandwell/directory/family.page?familychannel=2>

Walsall – <https://send.walsall.gov.uk/>



Wolverhampton: [Home | Wolverhampton Local Offer](#)

Information, Advice and Support Service (IASS)

Dudley – www.dudley.gov.uk/dudleysendiass

Sandwell – <https://www.sandwellsendiass.co.uk/>

Walsall – www.family-action.org.uk/what-we-do/children-families/walsall-sendiass

Wolverhampton – www.wolvesiass.org

Parent carer forums

Dudley – <https://dudleyci.co.uk/dudley-parent-carer-forum>

Sandwell – <https://spvu.squarespace.com/>

Walsall – <https://facewalsall.wordpress.com/>

Wolverhampton – www.voice4parents-wolves.co.uk

The Legalities:



Black Country Integrated Care Board

SEND Early Notification Form Information Leaflet: 2024

As a health professional this is a statutory requirement, therefore consent is not required but a conversation with the parent/carer regarding your opinion, is advised.

Following my duty under Part 3 section 23 of the Children and Families Act 2014, I am: bringing the child to the local authority's attention, who is under compulsory school age, and for whom I have formed the opinion has (or probably has) special educational needs or a disability. This notification is made in accordance with part 3 Section 23 of the Children and Family Act 2014. I have informed the child's parent/guardian(s) of my opinion and of the duty under subsection (3). I have given the child's parent/guardian(s) an opportunity to discuss their opinion with me.

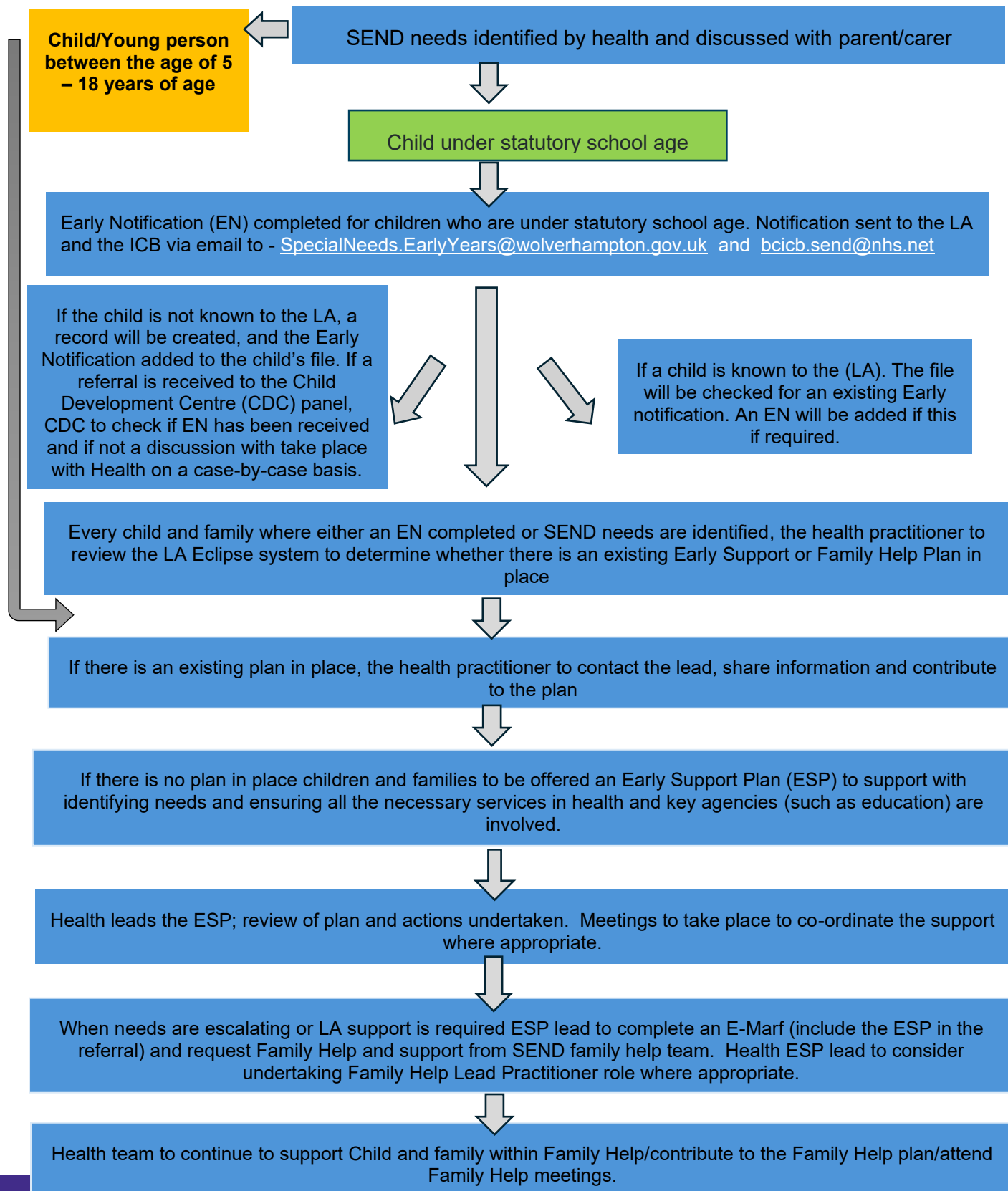
This information will enable to local authorities' project and monitor the demographics across the Black Country, supporting them to deliver access to the right support arrangements at the right time.

Section 23 of the Children and Families act -

[Children and Families Act 2014 \(legislation.gov.uk\)](http://www.legislation.gov.uk/ukpga/2014/6/part/3/enacted)
<http://www.legislation.gov.uk/ukpga/2014/6/part/3/enacted>



SEND Health Pathway



Black Country Integrated Care Board

Early Notification of SEND Form from Health to the Local Authority

Following my duty under Part 3 section 23 of the Children and Families Act 2014, I am: bringing the child to the local authority's attention, who is under compulsory school age, and for whom I have formed the opinion has (or probably has) special educational needs or a disability. This notification is made in accordance with part 3 Section 23 of the Children and Family Act 2014. I have informed the child's parent/guardian(s) of my opinion and of the duty under subsection (3). I have given the child's parent/guardian(s) an opportunity to discuss their opinion with me.

****This referral does not replace a referral to the Child Development Centre (CDC)****

Childs Name:			NHS Number:	
			GP Name/Practice:	
DOB: / /	Age:	Gender: M / F	Ethnicity:	First Language:
Address:			Post code:	
Education or childcare placement: (If applicable)			Contact details:	
Parent/Carer Names:	1:		Address if different:	
	2:			
Parental responsibility:	1: Y / N 2: Y / N		Is an interpreter required? Y / N Language:	
Contact details: (Please include Telephone and email)	1: 2:		Email: Email:	
Is the child or young person in care (CYPic)?	Yes / No	Allocated Social Worker details:		Name: Contact:



CYPic Additional Information:

Please provide a brief overview of the possible SEND needs for the child or young person and any diagnoses

Please provide an indication the child's primary areas of special educational needs and disabilities (SEND)

Communication and Interaction ☐

Cognition and learning difficulties ☐

Social, emotional difficulties ☐

Sensory and physical ☐

Does the Parent/Carer consent to an Early Support Plan (ESP) Yes ☐ No ☐

Professions involved:

Name: Profession: Contact:

Name: Profession: Contact:

Name: Profession: Contact:

Name: Profession: Contact:

Would parents or carers like to receive contact from the Local Authority: *(please highlight)*

- Within the next few weeks
- Within the next few months
- Information sharing only.

Please return this form to your locality SEND teams with the subject line, *SEND Early Notification Form*

Wolverhampton - SpecialNeeds.EarlyYears@wolverhampton.gov.uk and bcicb.send@nhs.net

