

**REQUEST FOR ENHANCED RESOURCE PLACE AT ST PAUL'S NURSERY
FOR 3 TERMS (UNTIL JULY 2024)**

Child's full Registered name:				Gender:	
Date of Birth:				Age at present:	
Address:					
Name of Parents/Carers:					
email address: <i>please print clearly</i>			Contact Number(s):		
Ethnicity of Child/Young Person: <i>please tick</i>					
Asian / Asian British – Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	White European	<input checked="" type="checkbox"/>
Asian / Asian British – Indian	<input type="checkbox"/>	Mixed – Any other mixed background	<input type="checkbox"/>	White other	<input type="checkbox"/>
Asian / Asian British – Pakistani	<input type="checkbox"/>	Mixed – White & Asian	<input type="checkbox"/>	Gypsy / Roma	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	Mixed – White & Black African	<input type="checkbox"/>	Traveller of Irish Heritage	<input type="checkbox"/>
Black / Black British – African	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>	other	<input type="checkbox"/>
Black / Black British – Caribbean	<input type="checkbox"/>	White British	<input type="checkbox"/>	Prefer not to state	<input type="checkbox"/>
Any other Black Background	<input type="checkbox"/>	White Irish	<input type="checkbox"/>		
Main language used at home:			Other language(s) used at home:		

Has a FEHA been completed? (Family Early Help Assessment)	
If Yes, by whom?	
Is the child/young person in Local Authority Care	
Is the child/young person in receipt of additional funding such as: Early Years Inclusion Fund Pupil Premium Disability Living Allowance Personal Budget Disability Access Fund (EY Settings)	
What is the reason for this request? Please outline the nature of the child's needs and your concerns. <i>Please attach any additional relevant information/reports.</i>	

WHAT HAPPENS NEXT?

Once a signed request for an ERP has been received, basic details will be recorded by City of York Council.

The person making the request will be advised of the decision to accept or decline requests giving reasons why.

If accepted, a member of St Paul's Nursery will then be in contact with you and/or the child's setting, if appropriate, to discuss transition.

How do the child's needs affect their access to the learning environment and curriculum?
Please summarise previous and current assessment data for the child and attach relevant documentation: <i>e.g. EYFS Trackers, Developmental profile, P-Scales, Milestones, Standardised Assessments</i>
What SEN Support is already provided for the child?
How has this made a difference for the child?
What would be helpful or needs to change?
How are you hoping that the ERP will be able to address the child's needs? (i.e. what would you like the child to do, achieve or get better at?)

Which sessions would be your preference? (This may not always be possible)

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

Are you entitled to 30hrs funding from September 2022?		
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Involvement requested by:			
Position Held:			
Address:			
Contact Number:		email:	

Date of request:			
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All Essential documents must be attached. Please tick to confirm each document is attached.

IF CORRECT DOCUMENTS ARE NOT ATTACHED - THIS FORM WILL BE RETURNED

- My Support Plan (MSP) or equivalent **including recently evaluated outcomes**
If appropriate:
- Minutes / records of My Agreed Outcome Meeting(s)/ reviews
- Evaluated 'My Agreed Outcomes' sheets
- Early Years Foundation Stage (EYFS) records including a baseline of the child's skills across all areas of development, trackers and characteristics of learning.
- Completed Every Child a Talker Monitoring Tool
- Risk Assessment

Other information to attach:

- Reports/advice from other professionals e.g. Speech and Language Therapist
- Any additional information about strategies you have used or ways you have helped the child/young person
- Minutes of multi-agency meetings, as appropriate, including FEHAs

Name of Parent/Carer:			
Signature:			
Date:			

Please return completed form by secure email to:
sendept@york.gov.uk

Please return this referral form with all supporting reports and signed parental consent (including signed privacy notice)

Referrals will not be accepted without parental consent

SEN Team – Privacy Notice

Information is collected by the Special Educational Needs (SEN) Team on behalf of the City of York Council (CYC)

Why do we collect your personal information?

The information you provide to the Special Educational Needs (SEN) team helps us to support children, young people and families and meet our legal responsibilities in accordance with the SEND Code of Practice (2014).

The information you give us ensures that we can offer an appropriate assessment of need and provide recommendations regarding special educational provision.

What information do we collect?

We collect your CYP's personal information e.g. your names, contact details, any special educational needs, why the referral has been made and medical information. It will also include the details of other professionals working with your CYP at the point of referral including the details of the SENCo in setting or their counterpart.

How is the information collected and stored?

Information about CYP is collected through:

- completion of the ERP Referral form either electronically or a paper copy.
- meetings with you, and your child/young person
- consultation with other professionals
- professional/relevant service reports or CYC databases
- post, email and telephone conversations as appropriate

When we ask you for personal information, we will:

- ensure you know why we need it
- only ask for what is necessary for the work we are undertaking
- store it securely
- ensure access is only given to authorised staff on a need to know basis
- retain files up to the age of 25 years for non-statutory files and 35 years from closure for statutory (EHC Plan)
- securely and confidentially delete/destroy this personal information when we no longer have a need to keep it.

We ask that you:

- give us accurate information
- inform us of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you/your child.

How do we use your personal information?

We will use your information to:

- Ensure that services and practitioners understand how they can best help you.
- Help inform which services and interventions require commissioning across the City of York to support families and communities.
- Create statistics that are anonymous and cannot be linked back to you or your family for the purposes of local and national surveys.
- Provide the child or young people with appropriate services
- 'Sign post' the family to appropriate support
- Measure whether our services are improving life for children, young people and families

- Help us develop and improve our services
- Administer and protect public funds.

Who we share data with

We share information about you/your child with other relevant professionals who are already involved, or who become involved, during the time of the request for a place at an ERP to provide co-ordinated support and to improve multi-agency working.

Below is a list of parties with whom we regularly share information:

- Educational settings including those with an ERP and/or Special Schools
- CYC SEND Specialist Services
- Professionals from Health, Social Care and Early Help teams

If requested we use the information to create statistics that are anonymous and cannot be linked back to you or your family or individuals. For example, we could use these statistics to see how the Council and its partners are supporting families and individuals, to help design better services and to contribute to national surveys and government returns eg to the Department for Education (DfE).

We may be required or permitted under the Data Protection Act 1998 or any successor legislation to disclose your personal information without your explicit consent e.g. if we have a legal obligation to do so, when we feel that you or others are at risk or in some circumstances crime prevention *You can find out more about how other services at the City of York Council uses your information at*

<https://www.york.gov.uk/privacy>

Your rights

You can find out about your rights under data protection law, on the [Information Commissioners Office \(ICO\) website](#).

You have the right to ask us if we hold personal information, what it is used for and to view the information we hold. You also have the right to know whether we disclose your personal information to other people and to ask us to correct anything that is wrong.

You have the right to see your personal information with some specific exceptions. For example, you will not be allowed to see personal information that contains details about someone else, even a member of your own family, until that person has given permission. There may be occasions when it would not be in your best interests to see it. If that is the case we will ensure that you are given a full explanation at the time so that you understand why this decision was made.

You can ask the council to stop processing your personal information in relation to any council service. This may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

If you have any questions about this Privacy Notice, your rights or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for, please contact the council’s Data Protection Officer, by email to foi@york.gov.uk or phone [01904 554145](tel:01904554145) or write to

Data Protection Officer
 City of York Council
 West Offices
 Station Rise York YO1 6GA.

I give my consent for my personal information as described in the privacy notice above.		
Name	Signature	Date