

***This form is for professionals/parents/carers working with Early Years children to request additional support to enable them to understand and meet a child’s needs.***

***This work will be targeted and will be in place for one half term in the first instance.***

***Allocation of support is agreed at the Learning Support Hub each half term.***

***The Learning Support Hub Privacy Notice can be found at*** <https://www.yorksend.org/team-city-york-council/specialist-teaching-team/8>

**FORM TO BE RETURNED TO** **learningsupporthub@york.gov.uk**

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| ***Please tick the boxes below if this is a request for statutory services***  |
| Deaf and Hearing Support Team (Referral from audiology) | Visual impairment (Referral from opthamology) |
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| ***Please complete all the fields below for all requests*** |
| **CYP Details**  |
| Child / Young Person’s Name |  |
| Date of Birth  |  | Year Group |  | Male/Female |
| Home Address |  |
| Post Code |  |
| Name of Setting (if applicable) |  |
| Does the child/young person have  | MSP Yes /No | EHCP Yes/No | EHA Yes/No | CPP Yes/No |
| Is the child/young person | Child in Care Y/N |
| **The child’s family contact details** |
| Parents / Carers Name(s) |  |
| Home Telephone Number |  | Mobile Number(s) |  |
| Email Address |  |
| Family Language |  | Communication Needs | e.g. text only |
| **Who is making this referral?** |
| Name |  |
| Position / Role | SENCo/Manager Referrals from EY settings must be from the SENCo or the Manager of setting. Referrals from other staff will not be accepted.Other If this form is being completed by a colleague from health please ensure you have liaised with setting where appropriate  |
| Setting / School Address |  |
| Telephone Number |  |
| Contact Email Address |  |

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| **Timetable - indicate which days the child attends setting (where relevant)** |
| **Day** | Monday | Tuesday  | Wednesday | Thursday  | Friday  |
| **Time** |  |  |  |  |  |

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| **Early Years Funding information** |  |
| How many **funded** hours does the child attend each week? |  |
| Is this a stretched offer? |  |
| What type of Early Years funding is the child entitled to? | * Under 2s working families funding
* 2 year old disadvantage funding
* 2 year old working parents funding
* 3&4 year old funding
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| **What is the reason for this request?**Please provide as much information as possible. |
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| **Please describe provision in place currently to meet needs.**Please provide as much information as possible.  |
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| **If you would like additional funding to be considered as part of this request, please outline the reasonable adjustments you have already made to support the child above the ordinarily available provision that is available to all children and explain what the funding will be used for.**Please note that not all funding requests will be granted. If you are allocated funding, then you are consenting to a Quality Assurance/audit visit from a CYC employee to ensure the funding is being used effectively and for the purpose in which it has been requested. Regular attendance at the half termly SENCO networks is also mandatory for any setting requesting additional funding as part of this Learning Support Hub application. |
| Leave blank if you are not requesting additional funding as part of this application. |
| *Please include a* ***description of the desired outcomes*** *from the request* |
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| **Other professionals involved**  |
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| **Attainment Record**  |
| **WellComm completed (date)** | Yes/No | **WellComm score** |  |
|  |  | **Age in months:** | **Date:**  |
| **Em = emerging****Ex = expected** |  | 0 to 6 Months | 6 to 12Months | 12 to 18Months | 19 to 24Months | 24 to 36Months | 36 to 48Months |
| **PSED** | Self-regulation |  |  |  |  |  |  |
| Managing self |  |  |  |  |  |  |
| Building relationships |  |  |  |  |  |  |
| **Communication and Language**  | Listening, Attention and Understanding |  |  |  |  |  |  |
| Speaking |  |  |  |  |  |  |
| **Physical Development** | Gross Motor Skills |  |  |  |  |  |  |
| Fine Motor Skills |  |  |  |  |  |  |
| **TILYKAM insert**  |
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| **History of support at the setting** |
| Are you part of Early Talk for York? | **Yes/No** |
| Have you tried the Universal Offer from the Learning Support Hub for the child before making this request? For example, the Early Years SENCO support and advice line. | **Yes/No** |
| Does somebody from your setting regularly attend the half termly SENCO networks? | **Yes/No** |
| Do you have a trained SENCO at your setting? | **Yes/No** |

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| **Parent Contribution to referral** (must be completed)  |
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**How to submit the referral**

Please return this referral form with any supporting reports, medical letter and the signed parental declaration/statement that shows they understand and/or have had the privacy notice explained to them to: [learningsupporthub@york.gov.uk](file:///%5C%5Celdata%5Ceducation%24%5CGROUP%5CSpecialist_Teaching_Team%5CLSHub%5Clearningsupporthub%40york.gov.uk)

**Request will not be accepted without parental declaration/statement**

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| **I** **confirm that I have read and understood the Learning Support Hub privacy notice and that my personal information will be used as described in it** **I confirm that the Learning Support Hub privacy notice has been explained to me and that my personal information will be used as described in it** |
| **Name**  | **Signature** | **Date**  |
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**Lead Practitioner has confirmed that signed declaration/statement has been given and will be stored safely and securely in accordance with data protection legislation and their own internal policies and procedures (please tick)**

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| **Lead Practitioner Name**  | **Signature** | **Date**  |
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**Information for Parents and Carers:**

Further information about the service is on the Local Offer.  [Learning support hub – York SEND Local Offer](https://www.yorksend.org/learning-support-hub)

**By signing the declaration / statement you understand that the Learning Support Hub will:**

1. Allocate workers to work with your child in his/her school or setting, in your home or another agreed local setting.
2. Discuss the delivery of interventions to meet agreed outcomes and discuss reintegration planning with professionals from CAMHS and other health and social care professionals when required.
3. Discuss with the Local Area teams, what other support may be available to facilitate meeting outcomes and / or a reintegration back to school where appropriate.
4. Take photographs and / or audio and/or video recordings of your child for record keeping and assessment arrangements. Photographs will not be used for any other purpose without the additional consent of parents / carers (see below).

Please indicate whether you give your consent for your child’s photograph to be taken for the following purposes. No child or young person will be named in the use of these photographs.

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|  | Consent given  |
| For record keeping and assessments including assessments for settings/schools | Yes / No |
| To illustrate the use of a specialist piece of equipment | Yes / No |
| To describe the work of the Learning Support Hub | Yes / No |
| To illustrate a special project or event organised by the Team | Yes / No |

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| **Name of Parent / Carer** |  |
| **Name of child** |  |
| **Signature (Parents)**  |  |
| **Signature (Child/Young person – where appropriate)**  |  |
| **Date** |  |

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**Glossary of Terms**

CPP – Child protection plan

EHA – Early Help Assessment

EHCP – Education, Health and Care Plan

MSP – My Success Plan