SEND Notification Form Guidance

The form should be submitted with the knowledge and, where possible, agreement of the child’s parent or the young person.

If possible, please include a copy of the SEND knowledge and agreement form signed by the child’s parent/carer and/or the young person, along with the notification form, or note on the form that you have one on file.

**Section 1:** Details. Please fill in the table with the details of the child or young person and your details as fully as you can.

**Section 2:** Summary of Concerns. You will need to provide a brief outline of the concerns you have about the child or young person. You do not need to fill in all the boxes unless you have relevant information you want to share about all three areas (education, health and social care). Some examples are shown in the box below:

<table>
<thead>
<tr>
<th>Summary of Concerns</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>E.g. The child is having difficulties at nursery despite a high level of additional support due to their behaviour and communication difficulties</td>
</tr>
<tr>
<td>Health</td>
<td>E.g. The child has been diagnosed with Down Syndrome and has a heart condition.</td>
</tr>
<tr>
<td>Social Care</td>
<td>E.g. The child is having difficulties at Brownies despite receiving support</td>
</tr>
</tbody>
</table>

**Section 3:** Reasons for submitting the notification.

Please tick box A

☒ A - To meet the duties outlined in the Code of Practice (section 5.15): Where a health body is of the opinion that a young child under compulsory school age has, or probably has, SEN, they must inform the child’s parents and bring the child to the attention of the appropriate local authority.

- If you are a health professional and
- The child is under compulsory school age (child is of “compulsory school age” on the 1st January, 1st April or 1st September following their 5th birthday) and
- You do not feel an Education Heath and Care (EHC) needs assessment is appropriate at the current time, or you are gathering information to support you in sending in a notification that an EHC needs assessment is required.

You would tick this box if:

- You are a GP, Midwife, Nurse, Health Visitor, Paediatrician, Allied Health Professional or Mental Health Professional working in the NHS or private health sector, who makes contact
with a child **under compulsory school age**, who has significant levels of developmental delay or disability.

- This is particularly relevant for those who are very young (0-18 months) who are not yet in a setting (childminder or nursery) and/or who are not yet known to the Cheshire East Early Start Team.

What happens as a result:

- The Local Authority will log the notification on the database (Liquid Logic)
- The Early Years Forum will keep track of these children and will identify the named practitioner from the Health Visiting team, or allocate one if not already in place. The named Health Visitor will support the family and inform them of services which are available to support their child and themselves.
- When the child reaches 18 months old, a member of the Early Start team will be assigned to help the child to access their early education.

**Please tick box B:**

![☑ B - To meet the duties outlined in the Code of Practice (section 9.9): I believe this child or young person has (or may have) SEN and wish to bring them to the attention of the local authority](image)

- If you are a foster carer, health / social care professional, early years practitioner, someone from the youth offending team or probation services, someone responsible for education in custody, school or college staff, or a family friend.
- If the child or young person is **any age** between 0-25 years.
- If you have specific concerns in relation to the child or young person’s Special Educational Needs or Disabilities. This is not the correct form to use if you have safeguarding concerns, or concerns about current provision, equipment etc. You will need to use the table in section 2 to **fully explain** the reasons for submitting the notification form if you tick this box.
- If you have specific concerns but do not feel an EHC needs assessment is appropriate at the current time, or if you are gathering additional information to support you in sending a notification for an EHC needs assessment.

You would tick this box if:

- You are a GP, Nurse Paediatrician, Allied Health Professional or Mental Health Professional working in the NHS or private health sector, who makes contact with a child or young person of compulsory school / college age, who has significant levels of developmental delay or disability, but you do not feel an EHC needs assessment is appropriate at the current time.
- You are a Social Care or Early Help professional, such as a Family Service Worker, Short Breaks team member or Social Worker who makes contact with a child or young person (0-25 years) who has significant levels of developmental delay or disability, but you do not feel an EHC needs assessment is appropriate at the current time.
- You are a family friend or other person who comes into regular contact with a family who makes contact with a child or young person (0-25 years) who has significant levels of developmental delay or disability, but you do not feel an EHC needs assessment is appropriate at the current time.
What happens as a result:

- The local authority will log the notification on the database (Liquid Logic)
- The information you have submitted will be discussed by the Quality and Inclusion team (or by the Early Years Forum for children under compulsory school age) and relevant next steps will be agreed for the child or young person.

**Please tick box C:**

- To meet the duties outlined in the Code of Practice (section 9.9): I believe this child or young person has (or may have) SEN and that it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan. I therefore wish to bring them to the attention of the local authority and think that an EHC needs assessment may be necessary at this time.

- If you are a GP, Midwife, Nurse, Health Visitor, Paediatrician, Allied Health Professional or Mental Health Professional working in the NHS or private health sector, who makes contact with a child or young person (0-25 years) who has significant levels of developmental delay or disability.
- If you are a Social Care or Early Help professional, such as a Family Service Worker, Short Breaks team member or Social Worker who makes contact with a child or young person (0-25 years) who has significant levels of developmental delay or disability.
- If you are a family friend or other person who comes into regular contact with a child or young person (0-25 years) who has significant levels of developmental delay or disability and you are confident that there is evidence to suggest that special educational provision is required in line with an EHCP (see the Cheshire East Toolkit for SEND for further information on the different levels of need and appropriate special educational provision).
- Please note that by ticking this box you are submitting a notification that an EHC needs assessment may be necessary. You will also need to submit as much evidence as possible in order to help the SEND team to make an informed decision regarding whether an EHC needs assessment is required. This includes professional reports or letters from any health, social care or education specialists who are currently providing support for the child or young person. We have provided a checklist for use with the notification form which provides the full list of helpful evidence. You should complete this checklist and send it in with the completed notification form and professional reports or letters.
- Please note that if the SEND team decide that an EHC needs assessment is not necessary as a result of your notification, there will be no legal right of appeal for the parents/child or young person to take and you will need to ensure that the parent carer/young person is aware of this. If a parent/child or young person or a school/setting make the request for an EHC needs assessment, this opens up a legal right of appeal on the decision; this notification form does not have the same legal significance.

What happens as a result:

- The local authority will discuss the notification and associated evidence at the multiagency SEND panel.
- A decision will be made whether or not to go ahead with an EHC needs assessment based on the following 2 part legal test:
  - the child has or may have SEN and
- it may be necessary for special educational provision to be made in accordance with an EHCP
- The local authority does not have to consider whether an EHC needs assessment is necessary where it has already undertaken an EHC needs assessment for the child or young person during the previous six months
- Within 6 weeks of the notification being received, the SEND team will send you and the parent/s or young person a letter detailing the decision. As noted above, there will be no legal right to appeal this decision.

If you are reading this document online, you can click on any of the hyperlinks above (blue, underlined text) which will take you to further relevant, detailed information sources.

If you still have any queries or concerns or are unsure about any aspect of this process, please email the DCO inbox scccg.dcoce@nhs.net

All notifications should be sent to ecccg.sendnotifications@nhs.net. This is a secure email account from nhs.net emails, but Egress will need to be used for anyone who does not have an NHS email address.