Individual completes Notification Form using the associated guidance and sends the form to the SEND Notifications email inbox (ecccg.sendnotifications@nhs.net)

Child or young person’s details are loaded onto Liquid Logic. Notification Form workflow is initiated.

Box A/B
(Any notifications of children under compulsory school age who may have SEND)

Child’s name is added onto next Early Years Forum agenda

Early Years Forum will acknowledge the notifications monthly.

The SEND Integrated Health Visitors will check there is a named Health Practitioner from the Health Visiting team, or allocate the case accordingly

The named Health Practitioner will support the child and their family and this role will enable co-ordination and child-centred planning with services supporting the child.

Liquid Logic flag indicates that child is approaching 18 months of age. Early Years Forum is notified again

Health Practitioner is asked to contact the parent to ascertain whether the parent/carer wishes their child to access early education.

Parent/carer wishes their child to access early education

The named Health Practitioner contacts the Early Years SEN Helpline (earlyyearssenhelpline@cheshireeast.gov.uk). The Health Practitioner will then call a Child Centred Planning Meeting (CCPM) and invite the allocated member of the Early Start Team who will support the child’s transition into nursery.

Parent/carer does not wish for their child to access early education

The named Health Practitioner continues to support the child and parent/carer through Child Centred Planning Meetings (CCPM) and informs the Early Start Team via earlyyearssenhelpline@cheshireeast.gov.uk if/when the child is ready to access their early education, who will help to support the child’s transition into nursery.

Box B
(Any notifications of children/young people of any age who may have SEND)

Child or young person’s name is sent to the Inclusion Quality Team

Further discussion may be held with parents and settings accordingly

Decision is made on whether to carry out an EHC Needs Assessment

Box C
(Notification that an EHC needs assessment may be necessary)

Child or young person’s name is added onto next SEND Panel agenda

If child is in a setting:
The 0-25 SEND Officer meets with the parents and carers, the child/young person, the educational setting, and other professionals and reviews the SEN Support Plan. If child is in an early years setting, then a member of the Early Start Team will also attend this meeting.

A request for an EHC Needs Assessment can be re-considered at a later date if necessary.

If the child is under compulsory school age and not in a setting:
The Early Years Forum will be notified of the decision by the 0-25 SEND officer.