

Request Support for an Individual Child - Guidance

To seek support with an individual child, providers must complete the form to **request for support for an individual child** [Referrals – Suffolk Learning](#)

The questions on this form have been developed to gather relevant information so that we can understand the child's needs, the impact they have on their learning and the support you require.

You can see the questions you will be asked below, which will help you prepare.

The questions have been designed using the Signs of Safety approach, asking you to describe how the child presents in the setting, current concerns, their strengths, and the outcomes you hope to achieve.

If you want to request support for more than one child, you need to complete a form to request for support for each individual child.

Parental consent – Please be aware you will need to have gained parental consent before making a request to our service. **Note:** you do not need to send us this form, but it must be available if requested by a member of the EYCS.

Support will be bespoke based on the individual child's educational needs and those of the setting. The table below outlines what EYCS support might look like after making a request for support for an individual child:

What our support might include	What we do not offer
<ul style="list-style-type: none"> • An initial telephone call to discuss your referral and next steps • A visit offering bespoke support and guidance to meet the educational needs of an individual child or group of children (if more than one request is made and the children have similar needs e.g. communication and language) • A joint observation of an individual child with the keyperson or SENCo • Support for staff to review support plans • Identify specific strategies and interventions • Provide support with completion of EHCNA • Advice on how to access SEN funding • Signposting to further information and guidance • Advice around how to access other services and make referrals to other professionals • Guidance on how to apply for specialist provision 	<ul style="list-style-type: none"> • Provide advice or support for parents • Complete assessments or diagnose • Case hold – provide ongoing support in respect of the individual child

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Please note: Any support provided by the Early Years and Childcare Service in response to requesting for support for an individual child is considered complete once you receive a copy of the visit notes. Our service does not case hold.

Any additional **requests for support for an individual child** in relation to the same child will be considered on a case-by-case basis.

Questions you will be asked when using the form to request for support for an individual child:

1	Do you have parental consent to make this request for support?
2	Childcare Provider Name
3	What cluster is your childcare service in? (use Cluster Look Up Tool)
4	Ofsted URN
5	Suffolk List of Provider (LoP) Number
6	Your name (referrer)
7	Your job title
8	Your contact telephone number
9	Work email address
10	What is the child's full, legal name?
11	Child's date of birth (DD/MM/YYYY)
12	What sessions does the child attend (provide details of day and time)
13	If the child has received support from other professionals or is undergoing an assessment, please let us know. (For example Health or Social care).
14	Give a brief summary of how the child presents in the setting? What is the impact on their learning. This can be in areas such as their: <ul style="list-style-type: none"> • Level of communication including their language, gestures, communication with adults or other children. • Level of engagements including attention, concentration, interactions • Independence skills and support • Routines • Health, safety, and wellbeing for the child and for others
15	Using the four broad areas of need which area are you most concerned about? (Select one) <ul style="list-style-type: none"> • Communication and interaction • Cognition and learning • Social, emotional, and mental health • Sensory and or physical needs
16	Do the parents/carers share your concerns?
17	Describe the strengths of the child that you observe. This is important to gain an overall picture of the child within your setting.
18	What support have you put in place already for the child and what is the impact? Describe any support you have put in place for the child including: <ul style="list-style-type: none"> • Visual support • Adult support • Adjustment to routines • Targeted intervention • Have you accessed information and resources on Suffolk Learning?

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19	Please select if you have applied for any of the additional funding streams <ul style="list-style-type: none"> • High Needs Funding • Inclusion • Disability Access Funding (DAF) • None
20	If you have been awarded additional funding, how are you using it and what has the impact been?
21	What targeted plans do you have in place for the child? <ul style="list-style-type: none"> • SEND support plan • Health care plan • Behaviour support plan • Personal education plan • None • Other – give details
22	Describe your next steps e.g. have you already, or are you planning to make any other referrals for this child? What strategies are you going to try next?
23	How do you feel the Early Years and Childcare Service can support you?