BARNET EYSEND

TOP TEN TIPS FOR

APPLYING FOR AN EARLY YEARS EHCP



Barnet Early Years SEND Advisory Team is committed to supporting early year's settings to move to more inclusive environments for children with a variety of special educational needs and disabilities. Please contact your SEND Advisor for further information. This Document has been produced by Barnet Early Years SEND Advisory Team

Top Ten Tips for Applying for an Early Years EHCP (Education, Health and Care Needs Assessment Plan)

1. **The EY EHC Needs Assessment Request Form**
   You can find an electronic Early Years EHC Needs Assessment Request Form on the website and the local offer.
2. **Parents/carers will need to complete sections 6 and 12**
   Ensure that parents/carers are aware that once the form is received, Social Care will contact the family. Since it is an EHC Plan, all families who have had a request made for a child are contacted by Social Care, to see if there is any support that is needed.
3. **Timescales**
   If you would like your Early Years SEND Advisor to advise you about your application pack before you submit it, aim to complete it in good time for feedback to be given and any suggestions to be implemented before sending.
4. **Check SEN Support Plans**
   Before you begin, ensure that all of your numbered SEN Support Plans (sometimes referred to as the APDR Assess, Plan, Do, Review process), name the professional/s who have suggested the targets (outcomes) and strategies/activities e.g. ("...as advised by _____OT").
5. **Check your records of any additional targeted adult support.**
   If you have been receiving the Early Years SEN Inclusion Funding (EYSENIF), ensure that the EYSENIF Weekly Monitoring Sheets continue to be fully completed, to be included in the request.
6. **Complete the setting's sections of the EY EHC Needs Assessment Request form**
   Complete sections 1-5 and 7-11 of the form. Refer to SEN Support Plans, reports and SENIF Monitoring Sheet/s as appropriate. (Your SEND Advisor can discuss your application with you).
7. **Completion and signing**
   As well as completing the information from your setting and signing the end of the form, ensure the sections for parents/carers (sections 6 & 12) and child's views (section 11) are fully complete and signed (4 signatures in all).
8. **Check your 5 main application contents**
   An application should include the 5 sets of documents listed

below

1. A short Covering Letter/email on Setting Headed Paper, e.g. starting:
   "Please find enclosed our request for an EY EHC Needs Assessment for ……(Child's name) DoB:…….", the contents of which includes:
2. An EY EHC Needs Assessment Request Form (This must be signed)
3. Numbered SEN Support Plans.
4. Outside Agency Reports from:
   _____(Professional's Name)
   _____(Role) Dated:_____
   _____(Professional's Name)
   _____(Role) Dated:_____
5. Any other relevant information (You may also have):
   - Weekly EYSEN Inclusion Funding (EY SENIF) Monitoring Sheets (if appropriate)
   - Other progress monitoring or Assessment Information (eg.2 yr progress check)
   - Health Care Plan (medical needs)
   - Positive Behaviour Support Plan
   - A Transition (to Setting) Action Plan
   - Any relevant meeting notes eg, Team Around the Child (TAC)

9. Completion

Confirm with your Early Years SEND Advisor that your application pack is ready to be submitted.
Scan the whole application and keep all the original copies of reports in the child's file.

10. Submit the EY EHC Needs Assessment Request securely

Details of how to send the request are on the last page of the form.
You must send the request and all additional documentation via SECURE EMAIL