INFORMATION FOR

EARLY YEARS SENCOS

In Early Years Settings

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

Revised February 2023. Barnet Early Years SEND Advisory Team can be contacted on 020 8361 2456 (Ext 1)



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Information for Early Years Setting SENCOs

Being a SENCO can be demanding but we are sure that you will enjoy the challenges that this role brings and find it rewarding and fulfilling.

This information pack gives you some pointers as to where to start to find help and support through the early days of your new role as SENCO.

The Barnet Early Years SEND Advisory Team

are available to offer you advice and/or support in any area regarding the inclusion of children who may have special or additional educational needs (SEN).We fulfil the statutory role of an Area SENCo.

Contact: 020 8361 2456 Ext 1

Email: adviceline@eyit.barnetmail.net

All the documents you require are held on the Early Years SEND Advisory team section on the Oakleigh School website

https://www.oakleighschool.co.uk/early-years-send-advisory-team/

Other information is also available on the Local Offer website
https://www.barnetlocaloffer.org.uk/



Below is a list of information with which you will need to familiarise yourself as an Early Years Setting SENCO. If you need to ask for further information or for information to be repeated or discussed with you, please do not hesitate to ask your SEND Advisor; their role is to support you as setting SENCO and the other staff in your setting.

Has your setting got an up-to-date and relevant SEN or Inclusion Policy?



As a new SENCO, your name should appear on the SEN/Inclusion policy, with both you and your Manager signing and dating the policy. The SEND Advisory Team can offer you advice or support in updating and amending your current SEN policy if appropriate.

Are you familiar with the contents of the Early Years section of the SEN Code of Practice?

This is the section within The SEN Code of Practice which concerns Early Years Children. You need to familiarise yourself with it. The SEND Advisory Team will be happy to go through the important areas for you to know.



Have you been on any SEND training?

Please discuss with your SEND Advisor and Early Years Setting manager any training needs that you may have or any training that you have previously attended. Consider if you need to the Level 3 Professional Qualification.

Inclusion of children with Special Educational / Additional Needs

How do you ensure that your Early Years Setting promotes a positive, inclusive learning environment in which all children develop and learn whatever their needs? Your SEND Advisor can offer you advice and support to promote inclusion of all children in your early years setting.

What systems are in place in your Early Years Setting to help identify children who may have special/additional educational needs?

Are you familiar with your setting's record keeping systems? Do you use focussed observations or any other form of observation and assessments? Are you familiar with the Barnet Early Years Identification Toolkit and other observation checklists to help you identify children?

SEN Support Plans

SEN Support Plans record and track a child's progress over time. The SEN Support Plan provides a more in depth assessment and enables the formulation of outcomes for a child with SEND. The SEND Advisory Team will provide training on developing SEN Support Plans and setting SMART targets. The SEN support plans are critical in evidencing the assess, plan, do, review process.



Working Together

The Barnet Early Years SEND Advisor will:	The Setting SENCO will:
Work directly with the SENCO (and manager if appropriate) to support the inclusion of children with Special/Additional Educational Needs and Disabilities (SEND).	Be available to meet with the Barnet Early Years SEND Advisor in a quiet space on a regular basis as required. The manager should also be available, on occasion, if appropriate.
Offer a termly Universal Visit. A Universal Record will be sent to the setting SENCO outlining the advice and action discussed at the visit. This will include discussion about individual children and next steps for them.	Make your own notes at meetings and implement all action points from the Universal Visit and file the Universal Record in the setting's SEND folder.
Help SENCOs with the identification of children with SEND by using the Barnet Identification tool-kit. Following the 'Graduated Approach to Identify and Plan for needs of children with SEND in the Early Years'.	Observe and identify children with possible SEND and follow the 'Graduated Approach to Identify and Plan for children in the Early Years', or support colleagues to do so.
Offer practical ideas and strategies to support children with SEND within the setting. With parental permission, settings can refer	Support and advise colleagues by sharing knowledge of practical ideas and strategies to support children with SEND.

children to the Early Years SEND Advisor for a Targeted Consulatation Request. The Early Years SEND Advisor may undertake an observation and provide advice on targets and strategies.	Settings to consult with parents and complete Targeted Consultation Request. Settings to implement advice given by Early Years SEND Advisor.
Support the setting SENCO's to: - Follow the 'Graduated Approach' and implement the assess, plan, do, review process by completing SEN Support Plans and if appropriate attending SEN Support Planning meetings. - Undertake a request for an EHCP Needs Assessment and advise on the statutory framework. Where an EHCP is in place, support the setting SENCO to: - Prepare for and plan an Annual Review in accordance with Local Authority guidance. Model strategies and interventions as appropriate. Advise on the transition process, both into and out of Early Years settings, for individual children with SEND.	Undertake SEN Support Plan meetings in accordance with the 'Graduated Approach'. Implement strategies and recommendations for individual children. Gather information and assessments for the child. Submit the EHCP Needs Assessment application, including all relevant documentation. Plan and prepare for Annual Review meetings following Local Authority guidance. Ensure staff are available to work with the Early Years SEND Advisor when in the setting. Follow the Barnet best practice protocol for the transition of children into Early Years settings and out to other settings/schools, or their own similar documents.
Provide half termly e-newsletter at the beginning of each term and an 'Updates' email at the end of each term. Weekly circulation of information from community partners, such as Speech and Language Therapy and Children's Centres, as apporpriate.	Settings must check their inboxes weekly for any updates, and share information with colleagues and families as appropriate. These are usually sent out on a Friday each week. Ensure you keep the Early Years SEND team up to date with any contact detail changes.

We will provide a comprehensive website that contains a variety of advice, resources and documentation for working with children with SEND in early years settings.	Be familiar with and make use of the documents on the website and check regularly for updates and new information.
Provide training, SENCO Forums, Q&A sessions on a variety of areas related to inclusion and SEND. Provide information regarding new developments in SEND both locally and nationally, including the Local Offer. We also provide: - Termly 'Welcome to the SEND Advisory Team' information - SENCo Essentials Training – a must for any new SENCOs. We deliver the Level 3 Early Years Certificate in Special Educational Needs (CERTSEY) qualification, this is in collaboration with Eastern Partnership.	Attend at least 1 'Welcome to the SEND Advisory Team', attend the termly SENCo Forum Training, plan CPD for themselves and their team around SEND. If you are a new SENCo, attend the SENCo Essentials Training. Keep up to date with new developments in SEND locally and nationally and be familiar with our website and the Local Offer.

Would you like to do some further reading?

Your SEND Advisor can signpost you to various different organisations for you to develop your SEND knowledge including www.nasen.org.uk and **https://www.oakleighschool.co.uk/early-years-send-advisory-team/**

Key Resources

Lanyard visuals

Large Timetable

Remember:

The SEND Advisory Team can support you and offer you advice

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