

Hello!

From your St. Albans and Dacorum SEND SAS Early Years Team
(You might also know us as the Early Years SEND Team)

Lead Teacher - Michelle Turner
Michelle.Turner@hertfordshire.gov.uk
 Michelle manages the team in your area

	<i>What support can I receive?</i>	<i>Who can help?</i>
Tier 1	<p>Inclusion Development Officers (IDOs) provide advice and guidance for systems and processes to support high quality, inclusive practice. They do this by:</p> <ul style="list-style-type: none"> • Providing training and hosting 'SENCo Clusters' to share knowledge and information • Supporting you to audit and develop your practice using the Inclusion Practice Statements (IPS) • Guiding new and established SENCos to develop their skills and knowledge • Working alongside HfL Early Years Consultants to provide all round support for your setting, should you require it <p>Your IDO will also be able to share what is offered by your local Family Centre Service. Alternatively, you can contact the SEND Champion at your nearest Family Centre, they will be able to advise on how they can support the children and families in your setting.</p> <p>SEND SAS Early Years work with the HCC Early Years Service to monitor the impact of Early Years Inclusion Funding (EYIF).</p>	<p>Inclusion Development Officers (IDO) Julie Carroll and Amanda Seeley are your first point of contact if you have any questions about inclusion or SEND. Please give them a call or send them an email, they are happy to help: Julie (DSPL 7) - 07580 711030 Julie.Carroll@hertfordshire.gov.uk Amanda (DSPL 8) - 07812 324472 Amanda.Seeley@hertfordshire.gov.uk</p> <p>Your local DSPLs also provide advice and services for SEND. Your contacts are: DSPL 7 – Elaine Bridle admin@DSPL7.org.uk DSPL 8 – Carole Hassell dspl@kls.herts.sch.uk</p>
Tier 2	<p>If you have a child in your setting with emerging additional needs, or a child with an established SEN support plan, and would benefit from advice and guidance to support progress, you can access a telephone, virtual or on-site consultation.</p> <p>Alternatively, you may wish to call the Early Years SEND Advice Line for anonymised, immediate advice. 01442 453920 - Wednesday 9am -12pm and Thursday 1pm - 4pm (term time)</p> <p>If you would like to apply for a second term of EYIF for a child in your setting, you should access any of the above Tier 2 support before submitting the application. A practitioner from the SEND SAS Early Years team will be able to assess whether this is the appropriate level of funding and support. If EYIF and Tier 2 support is appropriate for the child's needs, they will advise on appropriate provision and how the funding can be used to</p>	<p>Inclusion Development Officers also provide the support offered at Tier 2.</p> <p>How do I access support? Complete a condensed referral requesting a 'Tier 2 Consultation' (see below for referral information). You need to provide the child's details, a summary of their strengths and needs and parental consent. If you have already started the Assess, Plan, Do, Review (APDR) process, Julie or Amanda will discuss this with you during the consultation.</p>

	<p>support this. The practitioner will also be able to advise on alternative funding streams or escalate the level of support, if necessary.</p>	
<p>Tier 3</p>	<p>At Tier 3, you can access a telephone/virtual consultation with a Specialist Advisory Teacher for a child with a SEN support plan in place (at least the first cycle of APDR), or a child new to your setting matching the 'learner profile' description in our full service offer document*.</p> <p>Should you require follow up support after the consultation, you can request an additional consultation or call the Early Years SEND Advice Line.</p> <p>Lead Teachers also provide consultations to discuss multiple children (with parental consent/participation) and support for whole cohort/setting teaching and learning to promote inclusive practice. This may include:</p> <ul style="list-style-type: none"> • Developing an enabling, inclusive environment • Effective groupings • Teaching and learning strategies • Support to use funding to provide effective provision <p>The SEND SAS Ealy Years team work alongside HfL to identify settings with high levels of additional/SEND needs, using the Unique Child Transition Level of Need Tool. The Lead Teacher will be in contact in the Autumn Term to offer advice and guidance if your cohort has been highlighted.</p>	<p>Lead Teacher and Specialist Advisory Teacher</p> <p>Michelle provides support at Tier 3, alongside our countywide Specialist Advisory Teacher, Frankie Fernandes-Lawrence</p> <p>How do I access support?</p> <p>Complete a condensed referral requesting either a 'Tier 3 consultation' or 'cohort/setting support'. You will need to include the child's details, a summary of their strengths and needs and parental consent. Please complete individual referrals for each child if you are requesting a consultation for multiple learners.</p> <p>You do not need to include individual children's details for cohort/setting support, only the general needs of the group.</p>
<p>Tier 4</p>	<p>When a child has an established SEN support plan in place (two or more cycles of APDR), a Specialist Advisory Teacher can provide advice and guidance to support progress. Specialist Advisory Teachers can also support settings to implement provision within a child's Education, Health and Care Plan (EHCP).</p> <p>The Specialist Advisory Teacher will make an initial assessment visit, in which they will identify the child's strengths and needs and decide on an intervention plan with you and the child's parents/carers.</p> <p>This may include support from an Early Years Inclusion Specialist, who will model specialist strategies as recommended by the teacher. The modelling may take place in the setting and/or at the child's home depending on the outcomes decided at the initial assessment. The detail of the plan will be included in a report, which will be sent to you and the child's family.</p>	<p>Specialist Advisory Teachers and Early Years Inclusion Specialists</p> <p>Catherine Hutchinson and Anna Maher are your Specialist Advisory Teachers. They work with Natalie Muller, Elaine Jackson and Debs Kent, your Early Years Inclusion Specialists, to provide advice and support at Tier 4 and 5.</p> <p>How do I access support?</p> <p>Complete a full referral, including all APDR documentation and any information/reports from other professionals.</p>

	<p>At the end of the intervention the Specialist Advisory Teacher will schedule a review meeting to discuss the child's progress towards their outcomes.</p> <p>It is expected that the outcomes and strategies suggested at the initial assessment will be included in the child's APDR. During the review meeting, the APDR will be discussed and updated jointly between you, the parents/carers and the Specialist Advisory Teacher.</p> <p>The Specialist Advisory Teacher may ask you to send the APDR document before the meeting.</p>	
<p>Tier 5</p>	<p>Support at Tier 5 will follow a similar format to Tier 4. However, interventions are ongoing, and support may be provided until the child reaches Reception or Key Stage 1, depending on their needs.</p> <p>Specialist Advisory Teachers will make regular reviews of progress and update outcomes and strategies, alongside you, the child's family and other professionals involved in the child's care (where appropriate).</p> <p>If a child is under the age of 3, they will also be offered a place at our Early Years Specialist Development Centre (EYSDC)*. They may attend classes at EYSDC alongside your setting. Advice and guidance will be provided, to ensure provision is consistent across both environments.</p>	<p>Specialist Advisory Teachers and Early Years Inclusion Specialists provide support for children not attending the EYSDC.</p> <p>Anna Iskandar, Specialist Advisory Teacher and Elaine Jackson, Early Years Specialist SEND Practitioner, lead the St. Albans and Dacorum EYSDC.</p> <p>How do I access support? Complete a full referral, including all APDR documentation and any information/reports from other professionals.</p>

*** For full information on the Tiers of Support and the Early Years Specialist Development Centre, please refer to the full service offer document; 'SEND SAS Offer for Children in the Early Years'.**

Referrals

Condensed referrals

- A completed service request <https://www.hertfordshire.gov.uk/microsites/local-offer/media-library/documents/hertfordshire-service-request-form-for-children-and-young-people.pdf>
- State the reason for request e.g., 'Tier 2 Consultation'

Full Referral

- A completed service request <https://www.hertfordshire.gov.uk/microsites/local-offer/media-library/documents/hertfordshire-service-request-form-for-children-and-young-people.pdf>
- A completed ISL Baseline Assessment <https://www.hertfordshire.gov.uk/microsites/local-offer/media-library/documents/isl-baseline-assessment-form.pdf>
- Evidence of at least two cycles of APDR - *if there is not yet evidence of this, please contact local area Lead Teacher for an initial assessment of need*
- Relevant supporting medical reports (Speech and Language Therapy, paediatrician, physiotherapy, Occupational Therapy etc.)

- Reports from any other supporting agencies (e.g., Family Centre support, Special School Outreach etc.)

All referrals must have parental consent

If you are unsure about which level or type of support you require, please complete a single service request and include as much information as possible. The Lead Teacher will allocate the most appropriate support for the child based on the information provided.

SEND SAS Offer for Emotional Wellbeing and Behaviour in the Early Years

The SEND SAS Early Years Team also offer advice and guidance for emotional wellbeing and behaviour. If you would like support for a child/children in your setting please contact **Hannah Fyffe, your Emotional Wellbeing and Behaviour Specialist**; Hannah.Fyffe@hertfordshire.gov.uk

Hannah can provide information on the support available, including access to our core emotional wellbeing and behaviour training programme; 'Attachment Aware and Trauma Informed Toolkit' followed by the 'Therapeutic Approaches to Behaviour' (TAB) modules.

SEND Specialist Advice and Support (SEND SAS) sits within Integrated Services for Learning (ISL), which is a part of Children's Services within Hertfordshire County Council.

We work collaboratively with other services in ISL to support SEND and inclusion. However, if you require information or support related to a child's EHCP or the educational placement of a child with an EHCP, please contact the child's allocated EHC Coordinator or:

ehcneedsassessment@hertfordshire.gov.uk for new EHC assessments

annualreviewseast@hertfordshire.gov.uk or annualreviewswest@hertfordshire.gov.uk for

children with existing EHCPs or to discuss educational placement

ehcp@hertfordshire.gov.uk for general queries relating to the statutory process

Alternatively, you can call **01442 453300**

If you have a question relating to Top Up High Needs Funding (EHCP or Local High Needs Funding (LHNF)) please email hnf@hertfordshire.gov.uk