# Dates of Early Years Requests and Information

# This Early Years Request information is intended to provide examples of how a child’s needs may present in order to plan effective interventions at each level of the Graduated Approach. Knowing your child’s learning needs and their individual strengths and barriers to learning is the most reliable and effective way to identify the interventions and strategies required. It is an expectation that all children, regardless of their learning differences, will be supported through the Graduated Approach. When a child is attending your provision with a level of need, observations, personalised learning support plans, interventions and assessments will be completed in a timely manner. Where a child is making progress within the support level implemented the support and intervention do not need to move within the Graduated Approach unnecessarily. Please refer to the [Early Years Descriptors](https://www.doncaster.gov.uk/send-toolkit/early-years) which provides a guide to levels of need.

In line with the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25) (2015),  Where providers have identified a child is not meeting their current milestones, or may have an SEN, they are required to have a discussion with the child's parents and **make contact** with their Locality **Area Special Educational Needs Coordinator (SENCo).**

Early Years providers can seek advice from the **Early Years Inclusion Team** **(EYIT)** to support inclusive practice. Where a setting may require more specialist advice, they can refer to **Early Years Requests for support visit/visits.**

**A referral can be submitted to EYIT for:**

* Role modelling strategies and activities, working alongside the child’s keyperson.
* Transitions, including transitions between different areas and rooms within the provision.
* The implementation and wording of SMART Learning Outcomes
* Following through with expectations including clear structure and boundaries
* Role modelling individual/small group activities

**If your setting has a positive handling /no touch policy, please attach your policy with your request for EYIT support.**

**Support can also be provided for:**

* Early Intervention Allowance (EIA)
* Continuation of Early Intervention Allowance
* Transition funding
* Portage Home Visiting Team
* Portage Stepping Stones Group

**Early years request outcomes**

Outcomes are determined on the information provided by the referrer. Further information may be requested to make an informed decision, for example the completion of a provision map or from service known to the child. This may mean the outcome of the request is delayed. An outcome letter will be sent to both the referrer and the child’s parent/guardian.

**Who can make a request?**

* Early years providers maintained schools and academies.
* Pediatrician
* Health Visitors, Community Nursery Nurse, Speech and Language, Physiotherapy and Occupational Therapy
* Specialist services such as Hearing impairment and Visual impairment.
* Parents/Guardians
* Social Care
* Family Hubs

**The Request**

# All sections where indicated MUST be completed.

* Where a “Child is Looked After” the allocated Social Worker must provide the consent/signature.
* Requests to be submitted via the online form. <https://www.doncaster.gov.uk/Eforms/AnonBusGenEform/Index/1905#:~:text=the%20child%20to-,earlyyearsrequest%40doncaster.gov.uk,-Please%20provide%20background>

* The child’s person-centered plans and additional supporting information to be emailed to earlyyearsrequest@doncaster.gov.uk

If you require confirmation of receipt, please enter your email in the box at the end of the request form.

* If you request a delivery report for the child’s person-centered plan and additional information, please request a delivery report and read receipt when sending the request.
* If sending a hard copy please ensure you put for the attention of the Early Years Request, Early Years Inclusion Team, (Civic Office, Waterdale, DN1 3BU).
* Evidence of APDR cycle (if this has been initiated).
* Please do not staple any hard copy documentation.

Requests must be received by 12 noon on the closing dates as below:

2024/2025

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Closing date: | 13/09/24 | 11/10/24 | 15/11/24 | 06/12/24 | 17/01/25 | 14/02/25 | 14/03/25 | 17/04/25 |
| Early YearsRequest: | 24/09/24 | 22/10/24 | 26/11/24 | 17/12/24 | 28/01/25 | 25/02/25 | 25/03/25 | 29/04/25 |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing date: | 09/05/25 | 13/06/25 | 04/07/25 |
| Early YearsRequest: | 20/05/25 | 24/06/25 | 15/07/25 |

Where Early Intervention Allowance (EIA) is awarded, an EIA Agreement will be issued with the outcome letter. Funding will commence from the Monday following receipt of the completed signed agreement.

EIA awards will only be processed upon receipt of the EIA Agreement. It is the responsibility of the referrer to ensure this is completed and returned as indicated on the outcome letter. Failure to do so will delay the commencement of funding.

EIA Continuation

It is the responsibility of the referrer at the award term end, if appropriate, to submit a request for EIA Continuation. **There will be no requirement for a second EIA Agreement**.

Please note EIA funding will cease at the end of the child’s Nursery Year (FS1).

As you are aware in the Autumn term (2024) there will be changes to how funding is allocated. Information is available on the Local Offer:

[www.doncaster.gov.uk/send-toolkit/funding-and-needs-descriptors](http://www.doncaster.gov.uk/send-toolkit/funding-and-needs-descriptors)

Please be advised information on the Local Offer is continually being reviewed to reflect any updates.

All completed documentation should be emailed to earlysp@doncaster.gov.uk

If the sender requires a delivery / read receipt this should be requested via the menu Options tab.

Alternatively, by post to Early Years Requests, EYIT, Children, Young People and Families Directorate, Doncaster Council, The Civic Officer, Waterdale, Doncaster, DN1 3BU.

If the sender requires proof of delivery, then post by recorded delivery is advised.