

Area SENCO Team Initial Triage Phased Action Plan

* Has parental consent been obtained to proceed with the AST referral? <i>If no the AST will not be able to proceed any further</i>												Yes	No	Are the family Islington residents		
Setting		Date			Start			Finish time			Triaged by		Name of Area SENCO			
Questions		Response														
* <i>In light on CV19 and the restrictions on setting visits we will liaise with each setting individually on how best to conduct / submit the observation to support this referral request *</i>																
1	Your name		Email		Contact number		Role		Bright Start Area							
2	Child's first name		Surname		Date of Birth		Child's start date									
3	What is the child's placement?	Community	Marketed	Free 15hrs	2YO entitlement		Priority Early Learning									
4	Is the child in receipt of Disability Living Allowance (DLA)		If yes, have you applied for the Disability Access Fund (DAF)		https://www.islingtoncs.org/node/2792		*You can only apply if the child is in receipt of DLA*									
5	What tracking system do you use?	Paper	Yes	No	Developmental Journal	Yes	No	Electronic / online - name								
6	Based on your observations and monitoring what are your main developmental concerns for the child within the 3 prime areas?		Personal Social Emotional development													
			Communication & Language development													
			Physical development													
7	What are the child's strengths?															
8	Have you discussed your concerns with parents/ carers / guardians?		What are their views / concerns													
9	Is the child known to		Social Communication Team		Early Years Dev Team		Speech & Language		Other							
10	Contact details of professionals involved with this child e.g. Health Visiting, Community Nursing team / Other		Name	Name	Name	Name										
			Role	Role	Role	Role										
			Tel	Tel	Tel	Tel										
11	Does the child have a diagnosis? Are there any reports available or is there a meeting scheduled?															
12	Have you added the child to your SEN emerging needs register		Do you intend to apply for funding for this child next term		Have you personalised your statement on the Local offer		If No, please review? if you need to amend send updated statement to fis@islington.gov.uk									
	The date your SEN policy was last updated?		On a scale of 1- 5 how would you rate the Assess Phase of the triage process? 1 = unclear and confusing process 5 = very clear Why did you give that score?													

All fields marked with a * are mandatory. Please complete each phase as prompted by the Area SENCO.
This process is heavily reliant upon 2-way communication between the Area SENCO and the setting in order to plan next steps in a timely and effective way.

Assess	Action	2 week timescale to receive observation record		
Phase 1				
* Referrer to undertake 2 or more specific observations in the 3 prime areas then evaluate / summarise and record by your observations in line with the Early Years Outcomes in identifying the areas of need that you are focusing on. (see example record on our triage page)		* summative observation record	* sent on	* to be received by
Office use: referral link is inserted within the body of the Assess phase email and blank summative observation record must be attached				

Plan	Action	On receipt of the referral initiate Phase 3		
Phase 2				
* Completion of the summative observation record and (Select Survey) referral form will inform the decision as to whether the child in question is going to be accepted on to the Area SENCO Team caseload. The decision to accept or decline is weighted on the information received on the summative observation record so please ensure you complete the record in full. A template example of a completed record can be found in useful documents on the EY SEN page https://www.islingtoncs.org/node/7644		* Referral received on		
Office use: once all referral documentation is received the decision to accept or decline the child in question forms part of this Plan Phase				

As part of this phase your link Area SENCO will feedback their observation and identify next steps setting visits are currently subject to government guidance							
DO Phase Short Term Planning Review Date Schedule				Observation and feedback with the parents meeting (Pre observation: Area SENCO to arrive 30mins before meeting to observe the child)			
The dates below reflect all STP planning dates up until the point of transition on to reception on a 1 on 1 off cycle. Please share with the child's parent/carer and professionals involved to enable them to plan their attendance				* Observation and meet the parents			
The green highlight is when your Area SENCO will attend review meetings (where possible) and the blue is non-attendance. Outlook calendar invites will be sent which will need to be accepted. If any changes to this schedule are made you must inform your Area SENCO promptly				You can download the document (Early Years to Primary (SEN) Transition Support Planning document) to support transition from the Islington CS training hub (portal) closer to the time.			

For Office use only	AREA SENCO observation	Proposed Action/s

The Area SENCO Team (AST) suggests that you, the setting based SENCO use the fields below as the child's ongoing Working Chronology. By recording all contacts / emails & correspondence with the team around the child will support ongoing record keeping relating to the named child who is now on caseload

Review	Working Chronology	Action / Event / Type of contact / etc
Phase 4		
	Triage accepted / declined	