

## Early Years Panel Information for Parents and Carers

### ***What is the Early Years Panel?***

The EYP monitors children with *significant* special educational needs and/ or a disability (0-4 years) to ensure that needs are identified and supported at an early years setting and on transition to school.

The panel is a group of key people from Portsmouth City Council's Education Department and Solent NHS Health Care Trust. It meets monthly (during school terms) to make sure that we are aware of children with significant special needs and that there are plans and provision in place to support the children.

### ***Who are the members of The Panel?***

The panel consists of representatives from:

#### **Solent NHS Trust**

*(Specialist doctor in Community Paediatrics, Health Visitor)*

#### **The Portsmouth City Council Education Department**

*(Service Manager Education Support & Principal Educational Psychologist; SEN officer; Representative from Solent Academy Trust, Early Years Advisory Teacher; Portage Team Leader<sup>1</sup>)*

*Panel members may invite other Panel Invitees, subject to approval by the panel Chairperson for example other nursery or health visiting staff who are a primary source of notifications to the Panel and whose professional development would benefit from attendance. Panel Invitees may be absented on request of the panel Chairperson for any part of the Panel meeting in order that the Panel may discuss matters in confidence where necessary.*

### ***What does The Panel do?***

It is expected that a key professional will make the notification to EYP and will also make referrals to the appropriate services. EYP may make a recommendation back to the key professional about any further action or referral considered appropriate.

The panel meets monthly to consider assessment information on the child's needs and parents'/carers' views about their child's development and needs.

Sometimes if the needs of the child can be met by provision ordinarily available, then EYP may feel that the notification is not necessary and will return all the information to the key professional and inform parents.

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<sup>1</sup> Portage is a home visiting service for pre-school children and their families, supporting early child development.

## The Panel will:

- Ask for further information from relevant professionals if necessary.
- Make recommendations about support and provision for your child. We will always consider parental preference.  
*Notifications* to EYP are for children who are likely to require SENDIF complex+ funding in a mainstream setting or placement at specialist provision.
- Review the child's progress and make sure that plans are in place to support them over transition into nursery or into school.

## *What arrangements might be put in place to support your child?*

- The panel will consider recommendations that have been made for different types of placement and provision. Parents' views are vital.  
***No provision or placement will be arranged without parents expressed permission.***
- The main options available (subject to criteria being met) to support a child with special needs in the early years are:
  - A mainstream nursery or child-care setting, perhaps with some additional funding for support if necessary which is called SENDIF+ (Special Education Needs and Disability Inclusion Fund).
  - A small number of placements are available at Mary Rose Academy (Solent Academy Trust) for those children with the most complex and profound needs - approximately two places per academic year.

## ***Sharing Information***

Parents'/carers' permission will always be sought before their child is notified to the panel.

Portsmouth Early Years Panel will inform you when we contact other agencies and/or services so that you can see what actions have been taken when your child has been discussed at Portsmouth Early Years Panel. The Early Years Panel will share reports that have been sent with the notification form to the Panel with the Special Educational Needs Team if a request for an EHC assessment is made by parent or professional.

**KEEP THIS ON YOUR FRIDGE AS A HANDY REFERENCE**

The Early Years Panel (sometimes known as EYP) works to ensure that pre-school children (age range 0 to starting school), who may have additional or special needs, have their needs identified and are supported.

**Frequently Asked Questions**

***What happens to the EYP notification form?***

The form goes to the EYP Business Support Team and they will take that to the next panel which is held monthly. Your child will be discussed at the panel. When your child is notified to the EYP, they are added to an Early Years Panel Register. The EYP review this Register on a regular basis. Once your child starts school, they will be removed from the EYP Register.

**1. Who is on the panel?**

The panel is 'multi agency'. This means that there are professionals from Education and Health. These representatives include (depending on availability):

- Educational Psychologist
- Community Paediatrician
- Health Visitor
- Early Years Advisory Teacher
- Portage
- Portsmouth SEN Team Officer

**2. Will my child be discussed at every EYP?**

No. Your child will be discussed:

- i) When they are first notified to the EYP
- ii) If a professional has contacted us because there have been some changes

**3. How will I know when my child has been discussed at the EYP?**

You will receive a letter from the EYP explaining that your child has been discussed and the outcome.

**4. What should I do if I was expecting my child to be discussed but have not heard anything?**

You should normally hear within 6 weeks from the date of the panel. If you have not heard anything, please contact the person who sent in the notification to the EYP.

**5. Where can I find more information on the EYP?**

Go to the Portsmouth Local Offer website and search Early Years Panel. The link is: <http://www.portsmouthlocaloffer.org/local-offer-search/item/173>

**A helpful table to help you remember key dates and information**

|   |  |
|---|--|
| <b>Date of next Early Years Panel</b>                       |  |
| <b>Who referred my child?*</b>                              |  |
| <b>What is their telephone number?</b>                      |  |
| <b>Have I provided them with my latest contact details?</b> |  |
| <b>Who is my Health Visitor?</b>                            |  |

**\* This is who you contact if you have any questions about your notification.**