

**Early Notification of SEND**

**Please use this template to notify the Local Authority of children under compulsory school age who have been identified by a health care professional as possibly having Special Educational Needs or Disability (SEND)**

Section 3.46 SEND Code of Practice

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| **Child’s Personal Details** |
| **Name:**  **D.O.B (Could be notification of unborn child):**  **NHS Number:**  **Gender: Male/Female**  **Ethnicity:**  **Address:** |

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| **Parent/Carers Personal Details** |
| **Name(s):**  **Address (es)**  **Name(s):**  **Address (es)** |

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| **Is English the family’s first language? Yes/No**  **Is an Interpreter required? Yes/No** |

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| **Details of Nursery/School/or other education setting** |
| **Setting:**  **Address:**  **Contact Person:**  **Telephone number:**  **Email address:** |

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| **GP details** |
| **Name of GP:**  **Address:**  **Contact details:** |

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| **Description of possible Special Educational Need**  For example: (list is not exhaustive) medical diagnosis with known developmental delay, sensory impairments, referrals to specialist health services, etc. |
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| **Health Care Professionals Details** |
| **Name:**  **Occupation:**  **Address:**  **Contact Details:**  **Telephone number:**  **Email:** |

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| **Date completed:** |
| **Please confirm that you have informed the parent/carer that you will be submitting this notification to the Local Authority. Yes** |
| **Please note, consent is not necessary to inform the Local Authority of possible SEND, however it is necessary for the Local Authority to make contact with the family or setting.** |
| **Signature of parent/carer or name if verbal consent:** |

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| Please forward to the Specialist Teaching Service for your local area:  [Inclusion.east@lancashire.gov.uk](mailto:Inclusion.east@lancashire.gov.uk)  [Inclusion.south@lancashire.gov.uk](mailto:Inclusion.south@lancashire.gov.uk)  [Inclusion.north@lancashire.gov.uk](mailto:Inclusion.north@lancashire.gov.uk) |

Notification Template shared with Parent/Carer & Child/Young Person as appropriate

Health Care Professional discusses initial assessment that ‘something is not right’ – advise parent/carer of concern that child or young person has SEN & that LA will be notified as required by The Children & Families Act

Health Provider identifies a baby/infant/child/young person who could have Special Educational Needs

Notification Template completed with Parent/Carer

Feedback received from Local Authority is shared with Parents/Carers.

Details forwarded to LCC [inclusion.east@lancashire.gov.uk](mailto:inclusion.east@lancashire.gov.uk), [inclusion.north@lancashire.gov.uk](mailto:inclusion.north@lancashire.gov.uk), or inclusion.south@lancashire.gov.uk using notification template

Details forwarded to the Local Authority (named person required) using notification template