

Referral to Vale of Evesham School Assessment Nursery

A Child with SEND is identified by professionals (Health or setting) and a Pre-school notification is completed. The Pre-school notification refers the child to the **Pre-school forum**

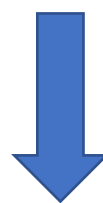


Child is discussed at Pre-School forum and level of need is identified. Agreed level of action is put in place.

Finishes block of outreach and is reviewed again at PSF for next steps



Referral to block of outreach



Referral to inclusion team within mainstream setting



Referral to specialist setting for nursery sessions





Induction process into Vale Nursery begins

- Feedback from PSF is given to parents usually by a professional who knows them well.
- If family is known to us or outreach, we will make contact to give feedback about offering some Nursery sessions.

Induction process to the Vale of Evesham Nursery

Phone conversation to book in home visit to deliver paperwork and meet the family and the child in a familiar environment. Contact is made with other setting (if applicable) about child attending some sessions at the Vale.

Home visit completed usually by teacher or head of early years and outreach practitioner with paperwork delivered including information leaflets about the Nursery and what we do including:

Mandatory:

- Pupil information
- Funding forms
- Transport for Nursery pupil's application
- Parent declaration form
- Media permission form
- Disability disclosure form

Additional

- 'Welcome to Nursery' cover letter
- Leaflets about Speech and Language Therapists in Nursery
- Information leaflet about Nursery such as session times, important information and key contacts such as nursery teachers and head of Early Years
- Tapestry information
- Child-friendly transition book with information about Nursery Staff and pictures of the playroom and toilets
- Copy of GDPR policy for school

Child and parents invited into Nursery to visit out of Nursery opening hours supported by Teacher or head of early years, and outreach practitioner. 3 sessions (7.5hours) are usually offered (more may be offered if child cannot access a mainstream nursery setting and there is session availability)

Parents are added onto Tapestry and linked to Nursery Information page and their child. Children assigned a key worker

Children begin allocated Nursery sessions. Children may do phased start (building up to whole sessions) dependent on the needs of the child and family. Family are contacted via phone call and tapestry posts throughout the first few sessions dependent on need to keep them updated on how their child has settled.

Ongoing parental contact via email, phone conversations etc

