

2024/2025



# Early Identification and Notification

‘Early Notification’ that a child may have Special Educational Needs or Disabilities (SEND)

Information for parents/carers

PRESENTED by:

The Early Years Operational Group

Email: [earlyyearsopgroup@cognus.org.uk](mailto:earlyyearsopgroup@cognus.org.uk)



## What is the Early Identification and Notification process?

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Is your child under the age of five and known to healthcare and medical professionals such as Speech and Language Therapy, Occupational Therapy, Physiotherapy, Audiology, Ophthalmology, Health Visiting or Community Paediatrics?

To make sure your child gets the right support, the health professional that your child is open to needs to inform the Local Authority (LA) if they identify a child under compulsory school age as having, or probably having, a disability or special educational need(s).



## What is the purpose of Early Notification?

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The purpose of the notification is to ensure the Local Authority is aware of children with special educational needs or disabilities so that appropriate support can be put into place. The notification is NOT a recommendation that specialist provision is required, but an indication that a child may, either currently or in the future, need some additional support for their education.

In Sutton, the Early Identification and Notifications form is available on the Local Offer or can be [downloaded here](#). Parental consent must be obtained before the notification is sent to the Early Years SEND Team at Cognus Limited however Notifications can only be completed by professionals.

## When might a professional complete an Early Notification?

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- Children identified soon after birth who have profound and multiple needs
- Children with significant developmental needs who will be eligible to access a funded place nursery place
- Children identified at the 2 year old check with significant delays across all of their developmental milestones
- Children with significant developmental needs who will be starting school within the next two academic years

It is important to note that families may not wish to take up funded nursery provision. In these cases, it is really important that the LA are notified of early years children who may have special educational needs who are not accessing a setting.

## Overview of the Notifications process

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1. Health professional identifies a child as having, or likely to have special education needs and/or a disability (SEND).
2. Health professional completes Early identification and Notification form and sends to the Early Years SEND Team: [eysend@cognus.org.uk](mailto:eysend@cognus.org.uk)
3. Early Years SEND Team record notification on Notification Register and send a letter out to parents to inform them that the Notification has been received.
4. Notifications are discussed termly at Cohort Meetings by the Early Years Operational Group.
5. Early Years SEND Team works with the Early Years setting and/or family if it is appropriate to refer the child into the team.

## What data is collected and shared with my LA and how is this protected?

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- Child's full name, date of birth, primary address and legal status
- Child's parent/carer name, address and contact details
- Name and contact details of the professional completing the form
- The special educational need/s the child has/may have
- Any relevant medical conditions and/or diagnosis
- Parent/carers signature in the consent box

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education Service Providers. The Act gives rights to those about whom data is held. The council is committed to protecting and respecting your privacy. All information supplied is processed and securely stored in accordance with the General Data Protection Regulation, and we will only share the minimum information needed to enable those teams/agencies to provide appropriate support.

For more information please refer to Customer Services Privacy, Cookies and Accessibility Information. For further information regarding data protection, please visit: <https://cognus.org.uk/about-us/key-policies/gdpr/>

[www.sutton.gov.uk/info/200436/customer\\_services/1947/privacy\\_notice\\_and\\_data\\_protection](http://www.sutton.gov.uk/info/200436/customer_services/1947/privacy_notice_and_data_protection)

We may share without consent in the following situations:

- If we need to find out urgently if a child is at risk of harm or we need to help a child who is at risk.
- If we need to help an adult who is at risk of harm.