

2024/2025



# Early Identification and Notification

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

Information for professionals

PRESENTED by:

The Early Years Operational Group

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## What is the Early Identification and Notification process?

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The Children and Family Act 2014 specifies that professionals across education, health and care should work together with parents/carers to meet the needs of early years children.

To make sure that children receive the right support, health staff have a duty to notify the Local Authority (LA) of children. This is called an 'Early Notification' and Under Section 23 of the Children and Families Act 2014, Clinical Commissioning Groups, NHS Trusts and NHS Foundation Trusts MUST inform the appropriate Local Authority if they identify a child under compulsory school age as having, or probably having, a disability or special educational need(s).

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 intended to serve as a recommendation for specialist provision, but as an indication that a child may, either currently or in the future, need additional support. On a termly basis the Early Years Operational Group will review Notifications to plan for the support needs of children and families in the local area.

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. Please see here for a leaflet for parents/carers to inform them of this process.

Once the notification has been received the Early SEND Team will email a letter of acknowledgment to the parents of the child. Notifications will be discussed termly at Cohort Meetings by the Early Years Operational Group.

## Who might send the Notification?

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- Health Visiting
- Paediatricians
- Speech and Language Therapy
- Physiotherapy
- Occupational Therapy
- Audiology
- Ophthalmology etc.

## Factors to take into account when considering if Notification is required:

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- How the child's needs are presenting
- The age of the child
- If the child's needs are long term, severe and complex
- Characteristics of any diagnosis (if there is a diagnosis)
- Parental agreement for the notification

## When might it be appropriate to send a Notification?

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- Children identified soon after birth who have profound and multiple needs
- Children with significant 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 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.

## What information is required?

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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

Click [here](#) to download a copy of the Notification form