

5th June 2006
MSB/AW/msb76a/ES32.15

Mohammed Bham
0116 284 5116
mbham@leics.gov.uk

Dear Colleague,

**RE: EARLY YEARS PANEL FOR NEW REFERRALS TO EDUCATION
SERVICES FOR CHILDREN UNDER 5 YEARS WITH SPECIAL
EDUCATIONAL NEEDS IN LEICESTERSHIRE**

From Monday 5th June 2006, all new referrals requesting access to early years education services for very young children with special educational needs in Leicestershire will need to be addressed to:

Early Years Panel
Leicestershire County Council,
Educational Psychology Service,
OEM Building, Whiteacres,
Cambridge Road, Whetstone,
Leicestershire, LE8 6ZG.

Tel: 0116 284 5100
Fax: 0116 284 5184
Email: psychology@leics.gov.uk
Website: www.leics.gov.uk

The purpose of the Early Years Panel is to consider all new referrals to education services in the County. This includes the Educational Psychology Service, Early Years SEN Inclusion Team, Early Years Autism Outreach Team and Leicestershire Portage Service.

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Trevor Holme, B.Sc., M.Sc., AFBPsS., C Psychol. Principal Educational Psychologist

The Early Years Panel does not include referrals to the Hearing Impairment and Visually Impairment Teams, who will continue to accept referrals direct from Health Professionals.

The Early Years Panel ensures that assessment and early identification informs education provision and early intervention, with reference to the 'SEN Code of Practice' and 'Arrangements for supporting pupils with Special Educational Needs in Leicestershire'.

The Early Years Panel meets fortnightly, commencing on Monday 19th June 2006. The Panel includes a representative from Educational Psychology Service (EPS), Early Years SEN Inclusion Team (EYSENI), Early Years Autism Outreach Team, Leicestershire Portage Service and Special Needs Assessment Service.

The Early Years Panel accepts referrals from Paediatricians, Health Visitors, General Practitioners (GP), Children's Therapy Services (Occupational Therapy, Physiotherapy and Speech & Language Therapy), Parents/Carers, Early Years Providers, Early Years Area SEN Co-ordinators, Voluntary and Private organisations for very young children, including other Therapists and Agencies.

To enable us to make a swift response to your referral, the following is needed:

- ❑ Biographical and family information including home telephone number, the names of parents, the adults with parental responsibility and preferred language where relevant
- ❑ Confirmation that parents/carers have given their consent
- ❑ A summary of concerns
- ❑ Any assessment information about child's development which may be pertinent
- ❑ A brief account of what has already been done to provide for and review the child's needs
- ❑ Copies of any current action plans

The Panel provides a point for all requests to be considered equally. All referrers receive a written response informing of agreed actions, recommendations and planned involvement from our services.

The Early Years Panel considers processes for support to ensure that children have access to appropriate educational opportunities within the context of 'Every Child Matters'. Together we can improve '*for all children Under 5 years to enjoy and achieve and be ready for school in Leicestershire*'.

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If you have a query please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M.S. Bham', written in a cursive style.

Mohammed S Bham
Senior Educational Psychologist (Early Years & Portage Service)
Educational Psychology Service
Leicestershire Children and Young People's Service