Inclusion advisory support request form

Ofsted Early Years registered settings and maintained nursery classes in Merton should use this form to apply for inclusion advisory support.

Please return this form to your assigned Inclusion Officer by email

*See Section 4 for submission instructions.*

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| **Section 1**General information |
| **School /setting details** |
| Setting name |  |
| Setting address |  |
| Name of SENCo |  | Phone |  |
| Email  |  |
| Number of Children on SEN Support |  |
| Is the setting receiving additional funding? Tick all that apply |
| Disability Access Fund  |  | Early Years Pupil Premium  |  |
| Deprivation Supplement |  | SEN Funding (SENDIF) |  |
| Section 2Planning, strategies, and interventions |
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| Summarise how the planning for children has supported progress. Including: |
| * Strategies and interventions in place
* Differentiated support and/or teaching
* Resources needed
* ARE assessment
 | * Arrangement for medical or care needs
* Systems for reviewing progress
* Parent engagement/signposting
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| Take into account any supplemental funding you are already receiving to support the child’s learning, i.e. EYPP, deprivation supplement and DAF and how you are already using this.  |
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| Section 3Advice and Support Request  |
| Support and advice to implement SEND interventions – select your priority (maximum 2)  |
|  |  | Adult child interactions  |  | Resources |  |
|  | Environment |  | Small group work |
| ORInclusion advisory support request – select your priority (maximum 2)  |
|  |  | Communication and interaction |
|  |  | Cognition and learning  |
|  |  | Personal, emotional behaviour mental health  |
|  |  | Sensory and physical  |
|  |  | Role modelling appropriate strategies to support SEN needs |
|  |  | Referrals to professionals e.g. SALT, paediatric, parenting, family support, specialist groups\*  |
|  |  | \*Writing an SEN Support Plan and complete a full cycle of support |
|  |  | \*Completing a SENDIF application (childminders and 1st PVI application only) |
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| Have you gained parent/carer permission to share any professional reports with the inclusion officer?  | Yes/No | Signedverbal |
| SENCo Name\* |  |
| SENCo Signature\* |  | Date |  |
| *\* We cannot accept applications without a SENCo name and signature. Applications will be returned if these are not provided.* |
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| Section 4 Submitting the application |
| * Please make sure you allow sufficient time and complete your application fully.
* Incomplete applications will not be considered. If you have not answered all the questions or not shown how you meet the criteria, your application will be returned.
* We correspond with PVI settings using encrypted email. Merton Council cannot be responsible if a message sent from a provider via standard (non-encrypted) email is accessed by an unauthorised person.
* PVI settings should email their inlcusion officer to request an encrypted email and follow the steps to reply, attaching the completed form. Schools must return the form to the inclusion officer on USO-FX
* Forms submitted in hard copy (on paper) will not be processed and will be securely destroyed.
* You will receive notice of the outcome of the application in writing within 10 working days of receipt. The London Borough of Merton will be unable to inform you of the outcome of the application through any other means
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