

Medway EY SEND Team FAQs

Contact

We've created a new way for parents, PVI settings and childminders to contact the Early Years SEND team. For general queries relating to Early Years SEND, please email earlyyearssen@medway.gov.uk

If SENCOs have specific queries or questions relating to children you've already discussed during a SENCO surgery, please continue to contact your allocated Early Years SEN Officer directly. If in case you don't know who your allocated EY SEN Officer or you encounter difficulties reaching them, please contact earlyyearssen@medway.gov.uk who could make relevant EY SEN Officer aware you are trying to contact them.

Please note: half of our team work term time only so there may be a slight delay in responding to queries during the term breaks. Thanks for understanding.

EHCP

- EHCP forms are available upon request. Please email earlyyearssen@medway.gov.uk to ensure you have the most current form.
- Completed EHCP forms are sent to seneducationteam@medway.gov.uk.
- To follow up EHCP request, please ring 01634 331123 or contact the child's allocated SEN Officer.

EY SEND Bulletin

Head of Early Years Deborah Allcorn uses the bulletin to provide updates to PVI settings. The bulletin is posted on [elearningatlast](#) Site News and sent via email to all settings. If you would like to be added to the emailing list, please contact familyinfo@medway.gov.uk.

EY SEND Forms

EY SEND Forms for Funding and SENCO Surgery are available to download from the [elearningatlast website](#). From the homepage <https://www.e-learningatlast.org.uk/>, please click on **Early Years Information and Guidance**, click on **Referral forms for Practitioners**. It will ask you to log in but if you don't have log in details, you can just click on 'Log in as Guest' and you should be able to access all the EY SEND forms there.

EY SEND Funding

- You can apply for High Needs funding from the term after a child turns 3 years old and in receipt of their NEG funding. You will need to complete the Pre School Application for HN SIF word document and a provision map excel spreadsheet to apply for funding. These can be downloaded from the [elearningatlast website](#) (See EY SEND forms)
- All completed funding requests or funding related queries are sent to eyhighneeds@medway.gov.uk

EY SEND Training and SENCO Forum

Fortis Trust Outreach Service is working in partnership with Medway Council to offer EY SEN Training and SENCO Forum for PVI settings. Please contact Deborah Allcorn at deborah.allcorn@medway.gov.uk should you have any training related queries.

Medway Community Healthcare / Children's Therapy Team Referrals – Speech & Language / Physiotherapy / Occupational Therapy / Violet Pathway

- Referrals forms for Children's SLT/PT/OT are available to download on the [MCH Website](#). Downloading it from the website ensures you have the most current version.
- Completed forms are sent to medch.childrenscommunity@nhs.net
- To follow up referrals to the Children's Therapy Team, please ring 0300 123 3444. The EY SEND Team doesn't have access to the NHS Systems and will not be able to give you any updates on these referrals.

SENCO Surgery & Setting Visits

- Please contact your allocated EY SEN Officer to book a SENCO Surgery or a visit to the setting.
- Please ensure that you have a fully completed parental consent form for the child before the appointment - this can be downloaded from the [elearningatlast website](#) (See EY SEND forms)
- Please contact your EY SEN Officer to cancel the SENCO Surgery if you are not able to keep the appointment – this may be because SENCO or the child they are meant to visit is not in on the day or you have to be in a room to meet staff ratio.