

# The Early Years Inclusion Process (EYIP)

## Information for Parents and Carers

### What are the purposes of the Early Years Inclusion Process?

The Early Years Inclusion Process has the following purposes:

- Achieve positive outcomes for Early Years children and their families, ensuring needs are identified early and provision is in place to meet these needs;
- Monitor and collect information to inform the strategic development of services across Worcestershire; to inform commissioning arrangements and to help address emerging service developments and provision planning;
- Exercise the Local Authority and Health Authorities' responsibility to ensure that children's Special Educational Needs or Learning Difficulties and Disabilities are identified and addressed. This is done through its oversight and monitoring of notifications and of provision and services being delivered by multi-agency teams;
- Ensure the effective operation of the multi-agency collaborative teams in working alongside children with Special Educational Needs or Learning Difficulties and Disabilities and their families.

### Who can submit a notification to the Early Years Inclusion Process?

Typically the initial notification will be made by a Health professional, but any health, educational or social care professional involved with a child can bring to the Local Authority's attention that a child may have a Special Educational Need by submitting a notification to the Early Years Inclusion Process. The notification should always be discussed with the parent/carer prior to being submitted and parent/carers have the opportunity to submit their views.

### What happens next?

Each month notifications submitted will be discussed by a multi-disciplinary team and dependent on presenting need a number of outcomes may result:

- No further action required at this point from Inclusion Support Services as SEND are being met by EY provider (with universal support from Early Years Inclusion Team) through the graduated response;
- Additional support will be provided by the Inclusion Support Service. This support will either be setting level support or child level support through the graduated response depending on need.

If needs change over time further notifications and updates can be made to the Early Years Inclusion Process to ensure that the right support and services are in place to meet needs.

## How are outcomes shared with parents?

After a notification has been submitted and discussed by a multi-disciplinary team, parents will be notified of outcomes.

## Which services may get involved in supporting through the Early Years Inclusion Process?

### *WCF Inclusion Support Services*

WCF Inclusion Support Services is made up of specialist teaching services and the educational psychology service. Each teaching service has its own area of specialism, and these are:

- Early Years Inclusion Team
- Complex Communication Needs and Autism Team
- Learning Support Team
- Sensory Impairment Service

More information about these teams can be found on their [web pages](#).