

## Early Years Local Inclusion Forum Team Meeting Parents/Carers Views and Agreement to Engage Form

- ♦ *Part 1 should be completed by the referrer.*
- ♦ *Part 2 - the referrer should ensure that the views of the parent/carer are recorded (**but see footnote**)*
- ♦ *Part 3 - where it is appropriate to secure the views of the child, these should be recorded here. Where possible, the parent/carer and child should record their own views, otherwise the referrer or other professional can scribe for them (**but see footnote**)*
- ♦ *Part 4 seeks the confirmation via signature that the parent/carer understand that a referral is being made to EY LIFT.*
- ♦ *Part 5 should be completed by the referrer.*

### PART 1      Basic Details

<b>Child's full name:</b>	
<b>Date of Birth:</b>	
<b>Parent/Carer full name:</b>	
<b>Parent/Carer address:</b>	

### PART 2      Parent/Carer's Views – see footnote

<b><u>What would you like the outcome to be for your child?</u></b>

**Footnote:** *Where the referral is made for a very young child, or at the time of diagnosis, it may be considered inappropriate to seek parental views, and these will be recorded later by the initial key worker.*

**PART 4**      **Parent/Carer agreement for the setting to engage with the District Early Years Local Inclusion Forum Team meeting (EY LIFT)**

*To ensure that the pre-school setting can use its best endeavours to meet the special educational needs (SEN) of your child, we would like to speak with other professionals at the Early Years Local Inclusion Forum Team meeting. These professionals may include colleagues from other settings, SEN Specialist Teachers, Equality & Inclusion Advisors, Early Help Practitioners, Speech Therapists, and Educational Psychologists. These professionals will work with the pre-school setting and sometimes with your child to ensure the best SEN provision possible is in place. You will be provided with copies of any reports or assessments written by professionals regarding your child.*

*Any personal information about you and your family will be discussed under the data protection regulations in line with the law and will not be given to any other persons who are not involved in the process of planning to meet your child's special educational needs. The information shared will be only relevant information to your child's special educational needs and along with any reports that are written, will be held only for as long as necessary using a secure system.*

*Parents should be aware that the law also says that professional working with children must share information in order to safeguard or protect a child or young person if required.*

- **I understand the reasons for this referral to Early Years LIFT. I understand that information on my child's special educational needs will be shared and discussed between professionals to help me/my child.**
- **I understand that I will be consulted following these discussions regarding any future planning and actions.**

Name of child: .....

Name of parent/principal/main carer: .....

Signature: ..... Date: .....

**PART 5**      **Referrer Details**

Name: ..... Title: .....

Pre-School Setting: .....

Signature: ..... Date: .....

**Please return this form to: Specialist Teaching & Learning Services, St Nicholas School,  
Holme Oak Close, Nunnery Fields, Canterbury, CT1 3JJ**