

Department for Children, Adults and Health
Educational Psychology Service

Additional Guidance for Requesting Early Years EP Involvement

Essential Information to Provide:

- ART form – see below for additional completion advice
- Information Sharing Consent form – appropriately completed and signed by Parent/Carer
- Information to Support Request for EP Involvement in the Early Years form
- Supplementary information – SEN Support Plans from the last 6 months, other professionals' reports where available

Additional Completion Advice for the ART Form:

- **Address and contact details** for setting and the parents are essential. Especially mobile numbers. Make clear the address of the setting, particularly if part of a chain.
- **What do you want to happen next?** What are the expected outcomes for the child? How do you see the EP contributing to outcomes for the child?
- **Names of practitioners** – Add any that are involved rather than just those listed, e.g. Paediatricians, EIO, SALT, Social Care.
- **Child/Young Person's Development** – Describe this under the headings of Communication and Interaction; Cognition and Learning; Social, Emotional and Mental Health; Sensory and Physical; and Self-Care and Independence. Where possible include developmental levels, with an explanation where coded.
- **Add the date of the next multi-agency meeting**, e.g. Early Help or SEN Support Plan Meeting.

Submit the information outlined above securely via ART

(Please contact the Access and Response Team for further instructions:

Tel: 01454 866000; Email: accessandresponse@southglos.gov.uk)