

**Shared Settings Agreement for Children with SEND**

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| Childs Name  DOB  Parent/Carer  Contact details | School Start date  CAF Y/N  Inclusion Funding Y/N Hours  ECHNA Y/N |
| Settings and Contact details | Hours Attended |
| Setting 1  Key Person  SENCo  Contact Details  EYE Inclusion Funding | Monday  Tuesday  Wednesday  Thursday  Friday |
| Setting 2  Key Person  SENCo  Contact Details  EYE Inclusion Funding | Monday  Tuesday  Wednesday  Thursday  Friday |
| Setting 3  Key Person  SENCo  Contact Details  EYE Inclusion Funding | Monday  Tuesday  Wednesday  Thursday  Friday |
| Other Professionals Involved  Name Contact Details | |
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| What is important for you to know about me and my family; | |
| Date Completed:  Review Date:  Lead Contact: | |
| I agree to the above named settings sharing relevant information concerning my child  parent/carer  Name …………………………………… Signature ……………………………………  Date ……………………. | |

**Shared Settings**

Working in partnership to improve outcomes for all children

*“Transition should be seen as a process not an event, and should be planned for and discussed with children and families” EYFS 2007*

**Considerations for Positive Planning and communication between children, families and Early Years Settings**

Thank you to all the practitioners who attended the Early Years SENDIT Dual placement training in May 2017 and whose ideas contributed to this new revised planning documentation.

The Special Educational Needs and Disability Inclusion Team value your input.

*Some of these ideas may be useful for other children that attend more than one setting.*

Before a child with SEND starts at a new setting arrange a transition meeting and use this paperwork to start planning with the family and the new setting.

Complete the Shared Setting Agreement page at that meeting and make sure everyone has a copy.

Complete the checklist and decide who will do what and when.

**Glossary**

DAF – Disability Access Fund

CAF – Common Assessment Framework (Early Help)

EHCNA- Education, Health and Care Plan Needs Assessment

EYE – Early Years Entitlement

ISF – Inclusion Support Funding

SENCo – Special Educational Needs Coordinator

SEND – Special Educational Needs and Disability

SENDIT - Special Educational Needs and Disability Inclusion Team

For advice and support contact your Lead Area SENCo;

Bath - Melanie Da Costa Email: melanie\_dacosta@bathnes.gov.uk

North East Somerset - Bobbie Rogers Email: bobbie\_rogers@bathnes.gov.uk

**Shared Settings Checklist for children with SEND**

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| **Actions** | **Who? What? When?** | *√* |
| Have you arranged a transition meeting with parents/carers and new setting to gather information and plan best ways to support the child and family? |  |  |
| Have you completed the Shared Settings Agreement Page? |  |  |
| Have you visited the child in their current setting? If setting is in another Local Authority you will need to contact SENDIT for further advice. |  |  |
| Have you worked out the best ways to communicate and share information with each other? e.g. phone? email? communication book? |  |  |
| Have you decided, planned and discussed with parents/carers and new setting how any additional funding will be shared and used? e.g. ISF, DAF |  |  |
| Have you thought about what the child might find different at the new setting and any reasonable adjustments that might be needed? Has the new setting completed a risk assessment and/or reasonable adjustments checklist if needed? |  |  |
| Have you shared existing paperwork? |  |  |
| Have you considered a transition book for the child to use and share at both settings? |  |  |
| Have you shared strategies and things that are working well e.g. resources? |  |  |
| Have you shared new setting details with other professionals involved? |  |  |
| Have you decided who will take the lead in arranging TAC SEN Support planning meetings and sharing information? |  |  |
| Have you planned regular TAC/SEN Support review meetings and where it is best to hold them? |  |  |
| Have you thought about joint planning of targets to improve consistency? |  |  |
| If the time in shared settings exceeds EYE (15/30 hours if taken term time only) have you explained to the family that fees will be charged by their chosen providers for additional hours?  Has the family received a clear explanation/invoice to explain this? |  |  |
| Have you explained that **Inclusion Support Funding** cannot exceed15/30 hours (**term time only** or all year equivalent based on EYE) and that it will be shared with the other setting(s) including specialist provision? |  |  |
| Have you arranged any specialist training that may be needed? |  |  |
| Have you completed the medical/health or physical needs checklist if needed? |  |  |

**Actions from the above**

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| **Action** |  |
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Updated Sept 2018