



**Bridgewater  
Community Healthcare**  
NHS Foundation Trust



## **An information booklet for parents and carers**

**Letting Warrington Borough Council know that a  
child may have additional support needs when  
starting in a setting, nursery or school**



## Why is someone talking to me about additional needs?

Our health form to the Borough Council is called an early notification form and is a legal requirement and the notification is made in accordance with Section 23 of the Children and Family Act 2014 for health services to inform local authorities of children who may have additional needs that may require extra support. Children sometimes have difficulties that need additional help. Some of the difficulties that may need additional help are:

Hearing problems

Vision / difficulties with sight

Difficulties with moving about freely e.g. difficulty walking

Difficulties with communication (e.g. understanding, speaking and social skills)

Difficulties with health and being healthy

Difficulties with learning to do things like other children do / doing things at a different age than other children

## Does my child have additional needs? Does my child need additional support?

It is possible that if your child has difficulties like those above, your child may need some extra support when they start attending a child minder or nursery. Warrington Borough Council wants to make sure the support your child might need/requires can be offered. Health staff would like to let the Borough Council know about your child so they are prepared if support is necessary.

## Why are you talking about my child going to school when they are so young?

You may want to use a child minder or you might want your child to attend a nursery from when they are two years of age. The Borough Council wants to prepare all child minders as well as nurseries and schools for any child with additional needs. This will help you to be confident that they can meet your child's needs

## What can I expect the Borough Council to put in place for my child?

The local authority holds a monthly inclusion panel meeting which comprises of representative from local authority, health, childcare settings and specialist clinicians. The early notification form is noted at this meeting and stored on a database.

You may be contacted by a member of the panel to discuss your plans for attending nursery if your child is not already in a nursery. They are likely to add your child's name to their data base to plan for when your child attends school if this is required.

## What will health staff tell the Borough Council?

We will use the form to let them know:

- Your child's name, date of birth and your address
- What your child might need help with
- Name and address of a child minder / nursery if your child already attend one

- If it seems your child will need long term or short term help
- Any diagnosis your child may have
- Who has helped your child in the past and how well it worked

## How will the Borough Council use my information and who will see this information?

The information that is sent to them from health staff will be used for planning for your child's educational needs

The information shared can only be stored in line with the Fair Processing Notice attached to the consent form. This is at the end of this brochure so you can see it. You will be given a copy of the form to sign and a copy to keep.

## What if I do not want to let the Borough Council know about my child?

If you do not give your consent health staff will not contact the Borough Council about your child. This will mean that the nursery / school you wish to attend will not be prepared for your child if your child has additional needs that would affect your child's learning. We would strongly recommend you allow us to let the Borough Council know about your child before you plan to send your child to a child minder / nursery so they are ready for your child and they do all they can to support you and your child.

## Where can I get more information?

The Local Offer website: this is where you can get loads of information about local services, support groups and people who can help you

Area	Local Offer Website
Warrington	<a href="https://askollie.warrington.gov.uk/localoffer/site/index.php">https://askollie.warrington.gov.uk/localoffer/site/index.php</a>

<b>Warrington Parent and Carer Forum is called WarrPac</b>	<b>We can signpost you to specific support groups that could offer support and services for you and your family</b>
Warrington Parents and Carers work to bring families and professionals together to get the best deal for our children. Please get in touch with us to find out what's available in Warrington and what support you and your family could get.	<b>Contact Details</b>  07940 466092 <a href="http://www.warringtonparentsandcarers.org">www.warringtonparentsandcarers.org</a>  or email  <a href="mailto:warrpac@gmail.com">warrpac@gmail.com</a>

**NATIONAL ORGANISATIONS – these are useful links:**

Contact A Family - A national charity for families with disabled children, who provide information advice and support [www.cafamily.org.uk](http://www.cafamily.org.uk) 0808 808 3555

Council for Disabled Children – [www.councilfordisabledchildren.org.uk](http://www.councilfordisabledchildren.org.uk)  
0207 843 1900

**Your Local Borough Council:**

Borough Council	Address
Warrington	Integrated Service for Children with Additional Needs Warrington Borough Council New Town House Buttermarket Street Warrington WA1 2NH Tel: 01925 443173

**SENDIASS** (Special Educational Needs and Disability Information, Advice and Support Service): this is a free service that offers information, advice and support to families of children and young people who have special educational needs or disabilities (SEND)

AREA	SENDIASS	Phone contact
Warrington	<a href="http://www.warringtonsendiass.co.uk">http://www.warringtonsendiass.co.uk</a>	01925 442978

