

EYTAC checklist for referrers

Please use this checklist to ensure you have completed the Early Years Team Around the Child referral with the right information. Missing information can result in a delay to referral.

steps	Actions	complete
1	<p>Is the child pre-school age? Do you have parent consent? Do they meet the following criteria? They are a Solihull child who has emerging SEND needs.</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Child 0-4yrs Criteria for referral to EY TAC –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the child pre-school age? <input type="checkbox"/> Do they meet this criterion? <input type="checkbox"/> Do you have parental consent? <ul style="list-style-type: none"> • 3 or more areas of significant developmental delay (communication, fine & gross motor skills, sensory, problem solving/learning/play, personal & social – linked to ASQ and early years child development) • 0 – 2 years: 6-month delay in at least 3 areas • 2 – 3 years: 6–12 months delay in at least 3 areas • 3 years+ - school entry: 12-month delay in at least 3 areas </div>	
2	Are you able to complete the EY TAC referral? This referral process is not for parents to complete (talk to your health visitor) or group-settings (talk to your Area SENCo).	
3	Are all the child's and carers' details included so that the services can contact ? This should include the parent's e mail address.	
4	Have you included your referrer contact details ? If we cannot contact you directly to ask further questions during or post-referral, then this could cause delay.	
5	Have you indicated whose help is required ? SaLT? Home support from the Early Years Team or SISS: SPI?	
6	If this is a re-referral , have the grey additional areas been dated and completed with additional information ?	
7	Have you described the child's needs as well as carers' concerns and wishes? Are the ASQ and child development summaries clear? Have the cut off threshold levels been included? The referral will be read by people who do not work with ASQ daily.	
8	Has the consent form been signed? If not, is it clear who is taking responsibility for consent. Not confirming this in writing will delay the referral.	
<p>In order of use...</p> <p>EY – Early Years TAC- Team Around the Child [SEND] SEND- Special Educational Needs SENCo- Special Educational Needs Co-ordinator SaLT- Speech and Language Therapy SISS- Solihull Specialist Inclusion Support Service SPI- Sensory and Physical Impairment</p> <p>Guidance video for EY TAC – Resources https://www.solgrid.org.uk/eyc/training/send-training/</p>		

Further information -Solihull Local Offer > <https://www.solihull.gov.uk/Children-and-family-support/localoffer/EY-TAC-panel-referral>

Solihull Early Years and Childcare > <https://www.solgrid.org.uk/eyc/training/send-training/> recorded video