

# Special Educational Needs and Disabilities (SEND): Action Card



## Context

In Nottingham City, we use the [Graduated Approach](#) to support children and young people with SEND (Special Educational Needs and Disabilities). Support is delivered through a continuous cycle of:

- **Assess** – Identify the child's needs
- **Plan** – Agree support and intended outcomes
- **Do** – Put the support in place
- **Review** – Check what's working and adjust if needed

This ensures support is targeted, monitored, and adapted, with evidence used to inform next steps – including possible [EHC needs assessments](#).

### Working Together

- Children, parents and carers are involved at every stage
- Shared strategies can be used both in school and at home

### Funding and Support

- Most children with SEND are supported using the school's existing budget
- In some cases, schools can apply for [additional funding](#) from the Local Authority
- This funding process should not delay or reduce support for the child

### When is an EHC Needs Assessment Needed?

If, after following the Graduated Approach and using available resources, a child continues to make limited progress, the school and/or parents may request an EHC needs assessment.

## What to do

If you're concerned that a child or young person may have Special Educational Needs or Disabilities (SEND), encourage their parent or carer to speak with the SENDCO (Special Educational Needs and Disabilities Coordinator) at the child's setting. The SENDCO will assess the child's needs and put appropriate support in place. Families can find more information on the Nottingham City [Local Offer](#) website.

If the child is not in an early years setting, direct the parent to contact the Nottingham City Health Visiting Service or the [Early Years SEND Team](#) for advice and support. If the child is **under 5** and you believe they have (or probably have) SEND, you must notify the local authority through a [Section 23 notification](#), with parental consent.

Under Section 23 of the Children and Families Act 2014, all health bodies including NHS trusts and clinical commissioning groups are legally required to inform the local authority of such concerns.

<b>Dos and Don'ts</b>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>- Direct families to speak to their SENDCO.</li> <li>- Signpost families to The Local Offer Website, it contains information on services that support children and young people with SEND.</li> <li>- Notify early under Section 23 if SEND is suspected.</li> <li>- Consider the ways 'Red Flag' indicators might contribute to a child's SEND profile.</li> </ul>
	<p><b>Don't</b></p> <ul style="list-style-type: none"> <li>- Assume HLN or EHC needs assessment should be pursued immediately or recommend an Education, Health and Care Plan as an initial action. This is the last stage of The Graduated Approach, and a great deal of support can be provided before this is necessary.</li> <li>- Recommend specialist educational settings, the SEND service will be able to support the family in assessing which setting can meet the child's needs.</li> <li>- Delay or skip Section 23 notification when waiting for a diagnosis.</li> </ul>

<b>Contact details and websites</b>	<p><b>Michelle Sherlock</b> Designated Clinical Officer for SEND</p>	<p><a href="mailto:m.sherlock@nhs.net">m.sherlock@nhs.net</a></p>
	<p><b>Early Years SEND Team</b></p>	<p><a href="mailto:adminsendsupport@nottinghamcity.gov.uk">adminsendsupport@nottinghamcity.gov.uk</a></p>
	<p><b>Nottingham City Local Offer</b></p>	<p><a href="#">Special Education Needs &amp; Disabilities Local Offer   Ask Lion - Nottingham City Directory</a></p>
	<p><b>Special Educational Needs and Disabilities Information Advice and Support Services (SENDIASS) in Nottinghamshire</b></p>	<p><a href="#">Home - Ask Us Nottinghamshire</a></p>
	<p><b>The EY SEND Toolkit</b></p>	<p><a href="#">Early Years - Nottingham City Council</a></p>