



Referral into Early Years Inclusion Team

Parent/Carer Form

The Early Years Inclusion Team (EYIT) provides an early intervention and advice service for children with a wide range of special educational needs and/or disabilities (SEND) and their families, who are residents in Bromley or attend an Early Years provision in Bromley.

The service promotes inclusion and also works directly with children, families and practitioners in mainstream early years settings, in liaison with other professionals from education, health, social care and the voluntary sector. This service aims to ensure all young children with SEND reach their potential.

Before you start

Before you start this referral into the Early Years Inclusion Team, please ensure the criteria below is fulfilled and evident within the information on this form and within the attachments you provide.

Alternatively, you can complete this form online:
www.bromley.gov.uk/eyinclusionsteamreferral

Hearing or vision needs

If your concern is focused on hearing or vision needs, please do not complete this form until you have spoken to the Sensory Support Service to clarify if it is appropriate to access these services.

Call

The Hearing Team – 01689 889 850
The Vision Team – 01689 889 856

About your child

Name	<input type="text"/>
Date of birth	<input type="text"/>
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Home address	<input type="text"/>
Post code	<input type="text"/>

Details of your child's early years setting or childminder

Is your child attending an early years setting or childminder? Yes
 No
 Not applicable

Name	<input type="text"/>
Address	<input type="text"/>
Post code	<input type="text"/>

If yes, date started with the early years setting or childminder	<input type="text"/>
Number of sessions or days per week	<input type="text"/>
Likely mainstream school name	<input type="text"/>
Likely mainstream school start date	<input type="text"/>

Details about the family

Names of the child's parents or carers

Title	Forename	Surname	Relationship to child

**Address if
different to above**

Post code

Contact details

**Home telephone
number**

**Mobile telephone
number**

**Work telephone
number**

Email address

Communication needs

Family's first language

Family's ethnicity

Do you need help interpreting
and/or reading information?

Yes

No

If yes, please provide further details:

Other children (siblings)

Forename

Surname

Age

Relationship to child

Social care

Is your child a Child Looked After (CLA), such as foster care?

- Yes
- No
- Unsure

Is your child subject to a Child Protection (CP) Plan?

- Yes
- No
- Unsure

Is your child subject to a Child in Need (CIN) Plan?

- Yes
- No
- Unsure

Is your child subject to an Early Help Assessment?

Formerly known as Common Assessment Framework (CAF)

- Yes
- No
- Unsure

Is your child a Previously Child Looked After (PCLA), such as adoption or special guardianship?

- Yes
- No
- Unsure

Are there any specific domestic circumstances that should be made known to Bromley Early Years Inclusion Team?

- Yes
- No
- Unsure

If yes, please provide further details:

Consent and General Data Protection Regulations 2018 (GDPR)

The information on your child is provided/gathered in accordance with the Data Protection Act 2018 (DPA) and the GDPR.

You may receive services from a number of people. So that we can all work together for your child's benefit, we may need to share information.

We only ever use or pass on necessary information if and when professionals have a genuine need for it. Law strictly controls the sharing of sensitive personal information. Anyone who receives information from us is also under a legal duty to keep it confidential. All data are stored on a secure database. Relevant information shared will remain confidential through observance of the DPA and GDPR. The legal basis for processing your data is set out in Article 6 of the GDPR:

To make the initial referral –

(a) Your consent for one or more specific purpose.

For necessary information processing and sharing to provide you with services –

(c) Compliance with the council's legal obligations.

(e) Carrying out a task in the public interest or in the exercise of official authority.

Our legal basis is underpinned by Special Educational Needs and Disability Act 2001.

This statement should be read in conjunction with the [Education Privacy Notice](#) found on London Borough of Bromley website.

Consent

Do you consent to this referral being made to, and considered by, the London Borough of Bromley SEN Outreach Teams?

I consent

Please note: A referral will not be accepted without consent being provided.

Supporting information

Have you attached supporting medical reports or further information from your child's preschool, nursery or childminder (if applicable), that will support this application form?

Yes

No

Send completed forms via email to:

EYSENDnotifications@bromley.gov.uk

Alternatively, you can post the form to:

Data and Panels Manager
Early Years Inclusion Team
London Borough of Bromley
Bromley Civic Centre (Floor 5)
Churchill Court
2 Westmoreland Road
Bromley BR1 1AS