
One Minute Guide to to the under-fives notification process

Section 23 notifications

A Clinical Commissioning Group (CCG), NHS Trust, or NHS Foundation Trust has a duty under Section 23 of the Children and Families Act 2014 (part 3) to tell the Council if they believe a child under school age has, or is likely to have, special educational needs or a disability (SEND).

A health professional can make Section 23 notification for a child under school age who lives in Tower Hamlets and may have SEND. This not the same as making a request for an Education, Health and Care (EHC) needs assessment.

Making a notification

When making a Section 23 notification, health professionals are asked to provide at least one professional report or other evidence regarding the child's possible SEND, a completed notification form, and signed parental consent. If this is not provided, the notification will be returned to the notifier to provide the additional information needed.

Although not covered by the same legislation, the Council also accepts notifications from preschool settings using the same process.

The completed form and accompanying information should be emailed to the LBTH

Educational Psychology and SEND Service
admin.eps@towerhamlets.gov.uk

Under-fives notification panel

Notifications are considered at the Notifications panel, which meets on a monthly basis. The notification panel includes managers from a range of services who work with children under five, and which may respond to the notification, including:

- **Educational Psychology Service;**
- **SEND Service;**
- **Inclusion and Early Years Service;**
- **Early Help;**
- **Children's Centres;**
- **Health Visitors;**
- **Support for Learning Service;**
- **a local special school.**

Outcomes

Following consideration at the notification panel, the family will be offered one or more of the following:

- parents will be contacted and informed about support available for their child;
 - one or more of the services attending the notification panel will contact the family and arrange any relevant work;
 - an educational psychologist will be allocated to work with the child and family to find out more about their support needs;
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- the notification will be passed on to the SEND Service to consider whether an EHC needs assessment may be necessary

If a service at the panel meeting has taken on work, they will contact the family, otherwise this is done by the educational psychology service admin team, who will also report the outcome back to the original notifier.

Further information

For further information about Section 23 notifications and support for children under five, please see the Tower Hamlets Local Offer.
