

SEND Support Request Form

Please complete this form in [Adobe Reader](#)

Setting contact name (SENCO)	
Name of setting	
Address of setting	
Email address	
Date (dd/mm/yyyy)	
Form completed by (Name & Title)	

Child's first name	
Child's surname	
Child's Date of Birth (dd/mm/yyyy)	
Date child started at setting	

Additional Information	
Details of strategies Implemented by the setting?	
Evidence of support e.g. any outside professional involvement i.e. SALT, OT, PT, EP, Pediatrician	

Note: Text entered will wrap on multiple lines please complete as required, if larger than box space a scroll bar will appear to review text. When printing you will not see characters held in the expanded view.

Area of learning that you may think require additional support		
Prime Areas	Aspect	Age and Stage of development include Emergig, Developing or Secure (using Birth to 5 Matters)
Personal, Social and Emotional Development	Making Relationships	
	Sense of Self	
	Understanding Feelings	
Physical Development	Moving and Handling	
	Health and Self Care	
Communication and Language	Listening And Attention	
	Understanding	
	Speaking	

Please review and tick the privacy notice (page 2 of this document) and email this form through secure mail to:

denise.deighton@harrow.gov.uk. Submissions sent by standard email will not be accepted.

Tel 07747 152652 email: denise.deighton@harrow.gov.uk web: <http://harrowlocaloffer.co.uk/>

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Privacy Notice: - Parent

At Harrow Council we take privacy of data seriously.

This privacy notice tells you who we are and how you can contact us, our lawful basis and the purposes for processing your children's personal information. The notice explains our retention periods, who it will be shared with and your rights on how we process the data.

Purpose

Information about your child will be provided to the Council as part of your consent with the provider you chose. The information is entered into the council's provider portal in order to assess entitlement and communicate securely with the provider. The information is used to provide early years funding (further information can be found at www.childcarechoices.gov.uk). Registered Ofsted providers can provide early years services for children in Harrow under the early years foundation stage statutory framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

Harrow Council requires the information to assist your child to receive their Early Education Funding Entitlement which is distributed to the chosen provider.

Information is stored within the provider portal and may be used for the prevention and detection of fraud and or criminal offences and or complying with another law such as the Health and Safety Act 1974.

Types of information to be shared

The information that is shared by the provider includes:

- Child's personal information such as name, address, photograph (if required) date of birth
- Name, address, ID or descriptions/photos of parents or guardians for the purpose of identification including national insurance numbers if required for the purpose stated
- Characteristics, such as ethnicity, language, nationality, country of birth and pupil premium eligibility;
- Medical information, for incident response or as part of the 2 year check;
- Special educational needs information, whether on an EHC plan or support;
- Assessment information, such as the 2 year old progress check, and the EYFS profile outcomes at the end of the Reception year;
- Transition Document, information when transitioning to other providers or school
- Bank account details, payroll record and tax status information
- Provider locations, business addresses or physical provider settings
- Correspondence relating to the child

Sharing with third parties

We will only use your personal information for the purposes for which we collected it, unless the reason is compatible with the original purpose in this case to ensure children are supported in provider settings. Third parties we may share the information with can be the Department for Education, HM Customs and Revenue, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

Please note we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Security of information

We will only share information with or from Providers using a secure transfer method. Providers must email Harrow Council using a secure email solution. The council agrees to securely hold parent/carer/children's data in accordance with our [Information Governance and Security Policy](#) and data retention policy.

How long we store the information for

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs we, or the provider will contact you as the parent or guardian of the child to make you aware of this.

Right to complain or receive further information

Please contact us if you would like to know more about the information we hold about you and how we use it: email FIS@harrow.gov.uk. You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page. If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).

Tick the box to verify that in submitting this form the parent/carer has read and understood the above Privacy Notice, which also appears on their parent/carer declaration form.