**Early Years Advisory Team – Request for EYFS Support Form**

This form is for:

* Early Years Providers who require advice and support to improve practice or fulfil the requirements relating to the delivery of the EYFS.

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| --- | --- | --- | --- |
| Name of Organisation and Address: |  | | |
| Ofsted EY number: |  | | |
| Name and designation of the person making the request: |  | | |
| Locality Area:  (please highlight) |  | | |
| Tel/Mob Numbers: |  | | |
| Email Address: |  | | |
| Date request made: |  | | |
| **Please state what you would specifically like us to support you with?** | | |
|  | | |
| *Please also attach any documentation that will support your request.*  *i.e.- Specific Ofsted requirements, policies, and procedures etc.* | | |
| **In the sections below we would like you to give us more detail regarding the following:** | | |
| What have you done already to improve your own practice/development? | | |
| *Please also attach any documentation that will support your request.*  *i.e.- Improvement/development/action plans* | | |
| **Please state what your desired outcomes from the support will be?** | | |
|  | | |
| **To be completed by the LA** | | |
| **Lead Officer for School Readiness**  Phone call to discuss outcome and offer to be completed:  **Details discussed:**  **Date:**  **Team Member:** | | How will this need be supported? |
| **Identified Areas of Need** – more than one may be checked.  Universal SEND Support  SEND Support for Specific Children  WellComm Support  General Communication and Language Support  English as an Additional Language Support  General Areas of Practice | | |
| Additional comments and follow up actions (including agreed hours of support) | | |

**Upon receipt of the request the following actions will take place:**

* The request will be processed and responded to within 14 days of receipt
* The request will be reviewed by the Lead Officer for School Readiness and the EYA working within the settings locality area
* Additional information may be requested
* A member of the Early Years Advisors Team will either support you directly or will facilitate the support from other colleagues/partners

**Oher information:**

* Wherever possible we want to be able to support you in your request for excellent practice but understand that sometimes the support you request may not always go to plan. We would expect that if you are having difficulties, you let us know as soon as possible, and we can review the progress to identify blocks, barriers with you.
* If the setting is inspected during the support period a review will take place and a further request maybe needed dependant on the outcome and actions
* We will take time to check with you during and afterwards, so we can evaluate effectiveness. Your honesty in this feedback is appreciated.

Please email completed forms to Collette Radcliffe – Lead Officer for School Readiness: [collette.radcliffe@bury.gov.uk](mailto:collette.radcliffe@bury.gov.uk)