**For the Attention of** *(insert General Practitioner’s name)*

***Date****:*

**Regarding:** *(insert child’s name)*

*Dear Dr ,*

**Request for a Community Paediatric Assessment**

I am the SENCo at (insert name of setting) and have been working with this child for (insert length of time)

Since this child started at our school/setting we have been assessing their level of development in accordance with the Early Years Foundation Stage and we feel that this child is showing significant delay in their development. We have implemented suitable interventions to support their learning and development but as yet these interventions have brought about very little improvement.

We are particularly concerned about their development and below you will find our current assessment levels in relation to:

|  |  |  |
| --- | --- | --- |
| **Communication & Language**  Choose an item. | **Assessment**  **(Below / Working Towards / At / Above)** | **Approx. age in months** |
| **Listening, Attention & Understanding** | Choose an item. | Choose an item. |
| **Speaking** | Choose an item. | Choose an item. |

|  |  |  |
| --- | --- | --- |
| **Personal, Social & Emotional**  Choose an item. | **Assessment**  **(Below / Working Towards / At / Above)** | **approx. age in months** |
| **Self-regulation** | Choose an item. | Choose an item. |
| **Managing self** | Choose an item. | Choose an item. |
| **Building relationships** | Choose an item. | Choose an item. |

|  |  |  |
| --- | --- | --- |
| **Physical**  Choose an item. | **Assessment**  **(Below / Working Towards / At / Above)** | **Progress made**  **(approx. age in months)** |
| **Fine motor skills** | Choose an item. | Choose an item. |
| **Gross motor skills** | Choose an item. | Choose an item. |

As you will see, this child is currently delayed/significantly delayed in relation to (insert area/s of concern) and as a result this is having a significant impact upon their ability to learn and develop within our setting.

*(Insert a paragraph outlining what the key issues are and how these impact upon the child’s learning)*

The parent’s share our concerns and so we have asked them to bring this letter to you as we feel this child would benefit from a Community Paediatric assessment to assess their needs. *(insert here whether any other professionals are already involved).*

We have also/are going to be seeking advice from an Educational Psychologist.

Please contact me on the above contact information above if need any further information.

Yours Sincerely

SENCo