

## ONLINE FORMS: S23

1. Open Section 23 Notification of a child under compulsory school age following the link -
2. Read the information on the front introduction page then click next
3. This is where all the information will be submitted, there are 2 tick boxes that first appear, both of them must be agreed to progress

Please use this form to notify Essex County Council if a child has, or is likely to have Special Educational Needs (Section 23)

### NOTIFICATION OF A CHILD UNDER COMPULSORY SCHOOL AGE

I have advised the parents of the child referred to below that he/she has, or is likely to have special educational needs.  
According to Section 23 of the Children and Families Act 2014

A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.

**Please confirm a discussion between the practitioner making the S23 notification and the parent or carer has taken place, including the reasons for the S23 notification and why consent is not required.**

Yes, parent or carer is aware of the S23 duty to notify the Local Authority (LA)

4. Once both boxes ticked, the rest of the boxes will appear below
5. Note that any question with a red star is compulsory
6. Start with the child's detail, including their name, date of birth, address and NHS Number –
7. use the postcode search and then select the correct address or enter the address manually

**What is the child's name \***  
This should be the child's legal name.

**What is the child's date of birth. \***  
Day Month Year

Address of child

**Postcode search \***

**NHS number of child \***

8. Next there will be questions relating to the child parent/guardian, please fill these out including their name, relationship to child, address and contact details

**Name of primary parent or guardian \***

**What is the parent or carers relationship to the child \***

**Does the parent or carer have parental responsibility? \***

Yes

No

Address of parent or carer

**Postcode search \***

Enter address manually

**Telephone number of primary parent or guardian \***

**Email of primary parent or guardian**

9. Below the primary parent/guardian details are questions regarding the secondary parent, please enter their name and contact details if they are known
10. The next questions asks if the child attends an early years setting. It is important that you supply the name of any setting the child is attending as Essex County Council have a responsibility to ensure that children with additional needs have access to an early years education, if desired.
  - a. **If NO**, please move on to the child's area of need question
  - b. **If YES**, please provide the name of the setting and enter the setting's postcode to find the address, if it is known

**Is the child currently attending a registered early years setting or school? \***

by this we mean; Day Nursery, Preschool, Childminder or School

Yes ✓

No

**Please provide the name of the early years setting that the child is currently attending? \***

Please provide the address of the early years setting that child is currently attending.

**Postcode search**

Enter address manually

11. Select the most significant area of need and provide the diagnosis or medical condition, if know.

- a. If 'Communication & Interaction' is selected or 'Sensory /Physical / Medical' please also then choose one of the other options from the list that appears

**What is the child's primary area of need? \***  
Please select the most significant area of need.

Select... ▾

**What is the child's medical condition or diagnosis, if known?**

12. You will then be asked to provide some evidence, you must provide as least one of:

- A summary of presenting need
- A relevant report with details of the reason for the notification

You may select both options.

**You must supply at least one of the following: \***

an upload of a relevant report with details of the reason for the notification to education ✓

write a summary of the presenting need

**Please upload relevant reports and details of the reason for the notification to education \***

Drop files here to upload -

Uploaded: 0 of 5

**Provide a summary of the presenting need. \***

13. The last section is questions relating to the person who has initiated the S23 and the person submitting the form, if this differs. You must ensure that it is the name of the doctor/health visitor/health professional who has assessed the child that is provided as the qualified health professional in the first question below.

**Full name of the qualified health professional who has initiated this S23 \***

**Qualified health professional's job title or role \***

**The organisation that this health professional is part of \***

**Contact email \***

**Confirm email \***

**Contact telephone number \***

**Name of person completing this form, if different from above**

**Role of person completing form**

**Additional Comments**

14. There is also a box to provide additional comments if you wish to do so
15. Once the form is completed, please click the submit button. This will take you to a summary page and you can download the PDF if you wish. An email with a copy of your submission and any attached documents will be emailed to the email address provided for the qualified health professional who has initiated the S23.
16. If you create an account, the completed forms will be found in the My Submitted Requests tab at the top of the page and will appear as below:

Case ID	Process	Date Submitted	Case End Date	Case Status	Current Stage
▶ FS-Case-608610850	Section 23 Notification of a child under compulsory school age	24/04/2024 09:58:37	24/04/2024 09:58:47	Closed	Case Closed