Example of a report layout

Name:

Date of birth:

Setting:

Background information:

* When child started at setting
* Is child is on the early support pathway, have they been seen by a paediatrician, diagnosis, attending any workshops, interventions etc
* Are the setting receiving any additional funding

Needs within the setting and for school:

* 1:1 support
* Adult led visuals
* Routine and consistency
* Sensory circuits
* Sensory play
* Daily adult led activities

Communication and interaction:

Listening and attention….months

Understanding….months

Speaking…..months

Highlight key areas of need e.g.

* Very little attention unless at activity of child’s choice
* Limited eye contact
* No language
* Turns to look at a familiar voice

Write a paragraph to support the key points above and give examples

Cognition and learning:

Reading….months

Writing…..months

Numbers...months

Shape, space and measure….months

Highlight key areas of need e.g.

* Makes marks using a variety of media
* No meaning given to marks
* Will attempt puzzles by taking out the pieces, not always able to replace
* When looking at book will point to pictures when prompted

Write a paragraph to support the key points above and give examples

Social, emotional and mental health:

Making relationships….months

Self confidence and self awareness...months

Managing feelings and behaviour…..months

Highlight key areas of need e.g.

* Fixated on specific toys, becomes distressed if they are not available
* Will scream at peers if they come to where he is playing
* Will go to peers as they have something he wants
* Goes to an adult and will point/pull them to what he wants

Write a paragraph to support the key points above and give examples

Physical and/or sensory:

Moving and handling…..months

Health and self care…..months

Highlight key areas of need e.g.

* Sensitive to noise
* Eats very limited diet
* No awareness of when wet or soiled
* No sense of danger - has to be watched at all times

Write a paragraph to support the key points above and give examples

Summary:

* Level of support given to the child stating how it is over and above what is normally available
* Overview of progress e.g. starting point of 8-20 emerging listening and attention now 8-20 secure
* Continuing support required as child transitions into school