

Surrey SEND Support Notification (SSN) Guidance

For Parents and Carers



What is a SEND Support Notification (SSN)?

The Designated Medical Officer (DMO), who in Surrey are known as Medical Advisors for SEND, have a duty to notify the Local Authority (LA) of any child under compulsory school age who they think may have Special Educational Needs or Disabilities (SEND).

When might it be appropriate for professionals in your child's life to write an SSN?

- Children identified aged 0-4 with significant additional needs
- Children identified at the 27 Month Developmental Review with significant delays across all their developmental milestones
- Children with significant needs who will be starting school within the next two academic years

What details will professionals give to the local authority when they submit the SSN?

- Your child's personal information including name, parent/guardian's details, date of birth and address
- The medical needs of your child
- Any diagnosis your child may have
- Your child's primary need
- Details of any professionals involved
- The setting your child attends (if appropriate)
- Looked After Child (LAC) status
- Any other information you and the professional feel is relevant

How will the local authority respond to your child's SSN?

- Once the SSN has been received, the local authority will notify a key point of contact. This will depend on what support is currently in place for your child and whether they access an Early Years setting.
- Your child's details will be added to our Education database and will be kept securely in line with our retention schedule [Our retention schedule - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/children-families-lifelong-learning-and-culture). The information will be used by us to carry out our statutory duties and public task to ensure that your child has the appropriate support. The information will only be shared where it is lawful and necessary to do so – please see our privacy notice for more information on how we use your personal data <https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/children-families-lifelong-learning-and-culture>.

What happens next?

- If your child is not in a setting a member of the Learners' Single Point of Access (L-SPA) will contact you and discuss what is available to you.
- If your child is attending an Early Years Setting, the setting should use the Early Years Graduated Response document to put support in place for your child. This should be documented within the child's Surrey Support Plan (SSP).

Where can I get more information?

Description	Web Address
Surrey Local Offer	www.surreylocaloffer.org.uk
L-SPA: Inclusion & Additional Needs	https://www.surreylocaloffer.org.uk/lspa
Children's Health Surrey	www.childrenshealthsurrey.nhs.uk
Family information directory	https://familyinformationdirectory.surreycc.gov.uk
FEET information for parents	https://www.surreycc.gov.uk/children/families/childcare/paying/funded-early-education-for-2-year-olds
FEE information for parents	https://www.surreycc.gov.uk/children/families/childcare/paying/funded-early-education-for-3-and-4-year-olds
FEET & FEE information for providers	https://www.surreycc.gov.uk/schools-and-learning/childcare-professionals/providing-free-early-education

FEET: Funded Early Education for Two-year-olds

FEE: Funded Early Education

