

Guidance for making an online request for MAISEY

Step 1. After discussing your plans to refer to MAISEY (Multi-agency information and support in the early years) with parents/carers, complete the MAISEY Parent/carer consent form. This may be done by sending a copy electronically by email or by giving them a hard copy to sign. Please make sure parents/carers have been shown the MAISEY leaflet.

Step 2. Please draw parent/carer attention to information about the MAISEY privacy notice statement. When the form is returned, check parents/carers have signed the form. If the form has been sent and returned by email, print off a copy and ask parent/carer for a signature. The signed form must now be kept with the child's record.

Step 3. Transfer the early years description of child's needs comments onto the online MAISEY form. If you have typed these into your electronic copy, you can copy and paste into the online form.

Step 4. After submitting the form, you should receive an email confirming your form has been submitted, with a copy of the information you have provided.

All forms detailed can be found on the [North Somerset Inclusion pages](#)