

Booking Guide

Early Years SEND Surgery MS Bookings Site



Date of issue: September 2026

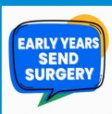
Guidance: How to use the online KCC Early Years SEND Surgeries Booking site to book a place on an Early Years SEND Surgery for your district.

1. Click on the link below

[Early Years SEND Surgery Booking Site](#)

2. Click on the surgery slot you wish to attend for your district. If you cannot see your district scroll down the page to find it using the scroll bar on the right hand side. All slots will have the time and date at the beginning and the name of the district.
Please only select available surgeries for the district your provision is in.

3. Click on the information symbol to read the full description of the course.



Early Years SEND Surgeries Booking Page

Select service

9.30am 29/9/26 - Ashford District - E... 20 minutes Free	9.30am 6/10/26 Canterbury District - ... 20 minutes Free
10am 29/9/26 Ashford District - Early... 20 minutes Free	10am 6/10/26 Canterbury District - E... 20 minutes Free
10.30am 29/9/26 Ashford District - E... 20 minutes Free	10.30am 6/10/26 Canterbury District ... 20 minutes Free
11am 29/9/26 Ashford District - Early... 20 minutes Free	11am 6/10/26 Canterbury District - E... 20 minutes Free
11.30am 29/9/26 Ashford District - E... 20 minutes Free	11.30am 6/10/26 Canterbury District ... 20 minutes Free
12pm 29/9/26 Ashford District - Early... 20 minutes Free	12pm 6/10/26 Canterbury District - E... 20 minutes Free

4. Click on the slot you wish to attend. It will become highlighted.



Early Years SEND Surgeries Booking Page

10am 29/9/26 Ashford District - Early Years SEND Surgery

9.30am 29/9/26 - Ashford District - E... 20 minutes Free	9.30am 6/10/26 Canterbury District - ... 20 minutes Free
10am 29/9/26 Ashford District - Early... 20 minutes Free	10am 6/10/26 Canterbury District - E... 20 minutes Free
10.30am 29/9/26 Ashford District - E... 20 minutes Free	10.30am 6/10/26 Canterbury District ... 20 minutes Free
11am 29/9/26 Ashford District - Early... 20 minutes Free	11am 6/10/26 Canterbury District - E... 20 minutes Free
11.30am 29/9/26 Ashford District - E... 20 minutes Free	11.30am 6/10/26 Canterbury District ... 20 minutes Free
12pm 29/9/26 Ashford District - Early... 20 minutes Free	12pm 6/10/26 Canterbury District - E... 20 minutes Free

5. Scroll down until you see the calendar. Select the date of the surgery and a time slot will appear on the right hand side. This is the start time of the surgery slot.

September 29

< > September 2026

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

10:00

⌚ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Add your details

If there is no time showing on the right hand side this means the slot is already booked. Please select an alternative date and/or time to continue booking.

6. Click on the time shown.

September 29, 10:00

< > September 2026

M	T	W	T	F	S	S	
	1	2	3	4	5	6	10:00
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

ⓘ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London ▼

7. Scroll down the page to add your details and secure your booking.

28 29 30

ⓘ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London ▼

Add your details

First and surname *

Email *

Provide additional information

Attendee Name

Attendee Phone Number

Attendee Job Role

Early Years Setting Name

Early Years Setting Name

Please input your Provider Unique Reference Number (URN)

Which District is your Early Years Setting in?

--select an option--

Please give a brief overview of points you wish to discuss at the EY SEN Surgery Appointment

☐ I consent to Data Processing.

By completing this booking, you agree to the collection and processing of your personal data for the purpose of managing your reservation and providing relevant communication in relation to your booking. You may withdraw your consent at any time by contacting us.

All data and personal information will be processed and stored by KCC in accordance with the Data Protection Act 1998 and General Data Protection Regulations 2018.

If you have any queries regarding how your data is processed and/or stored, please contact eyendsurgery@kent.gov.uk.

Book

The Policies and Practises of Early Years SEND Surgeries Booking Page apply to the use of your data

- Once you have booked, a confirmation message will appear and you will receive an email to confirm your booking instantly with a link to join the surgery slot via teams.

➤ **Please remember to check your junk/spam email as the message may automatically go there.**

- Please keep the email, as this is what you will need to go back to if you need to change or cancel your booking and also to join the surgery on the date booked by using the **“join your appointment”** link within your confirmation or reminder email.