

SEND Referrals Policy

Purpose

This policy outlines the process for completing referrals to external agencies to ensure clarity for staff and parents, and to maintain consistency, transparency, and timely support for pupils.

Principles

- Referrals are made to secure the best possible support for pupils.
- The process should be collaborative, involving parents/carers, class teachers and the SENCO as appropriate.
- Timeliness is key, but referrals must be thorough, accurate, and informed by a clear understanding of the child's needs.

Referral Process

1. Identification of Need

- Concerns are raised regarding a pupil's learning, development, behaviour, emotional wellbeing or physical needs by school staff, parents or external professionals.
- Class teachers discuss initial concerns with the SENCO.

2. Parental Involvement

- Parents/carers must be informed of any intention to refer their child to an external agency.
- Parental input must be gathered and any required forms or questionnaires must be completed by the parent/carer before the referral is initiated.
- Written parental permission is required for all referrals, regardless of whether the external agency mandates it. This can be obtained through a signed form or via email.

3. Referral Preparation

- Once parental parts are completed and permission is received, a half-term (approximately 6-week) timescale begins for the referral to be completed and submitted.

- Referrals are written by the class teacher who knows the child best, with support and oversight from the SENCO as needed.
- Teachers are expected to complete their section of the referral within the first 4 weeks, to ensure the SENCO has 2 weeks to review, quality-check, and finalise the document before submission.
- All referrals must be reviewed and approved by the SENCO before being submitted to the external agency.

4. Submission and Follow-up

- The referral is submitted to the relevant external agency.
- Copies of the referral and any associated communication will be saved securely in accordance with GDPR and the school's data protection policy.
- The school will follow up with the agency where appropriate and keep parents informed of any responses or outcomes.

Monitoring and Review

This policy will be reviewed annually by the SENCO and senior leadership team to ensure it remains fit for purpose and reflects current best practices and external requirements.

Policy written 7.8.25

Policy reviewed: 24.7.26

Next policy review date: 1.9.27



Information for Parents: Understanding School Referrals within Lancashire

Lancashire Services

When additional support is needed to support a child, schools can refer to the specific services to connect families with appropriate services.

How are referrals completed?

For children with a Lancashire GP, the referral is completed to the individual service. School and parents will decide who they feel the appropriate service is. Sometimes, a referral may be completed to more than one service.

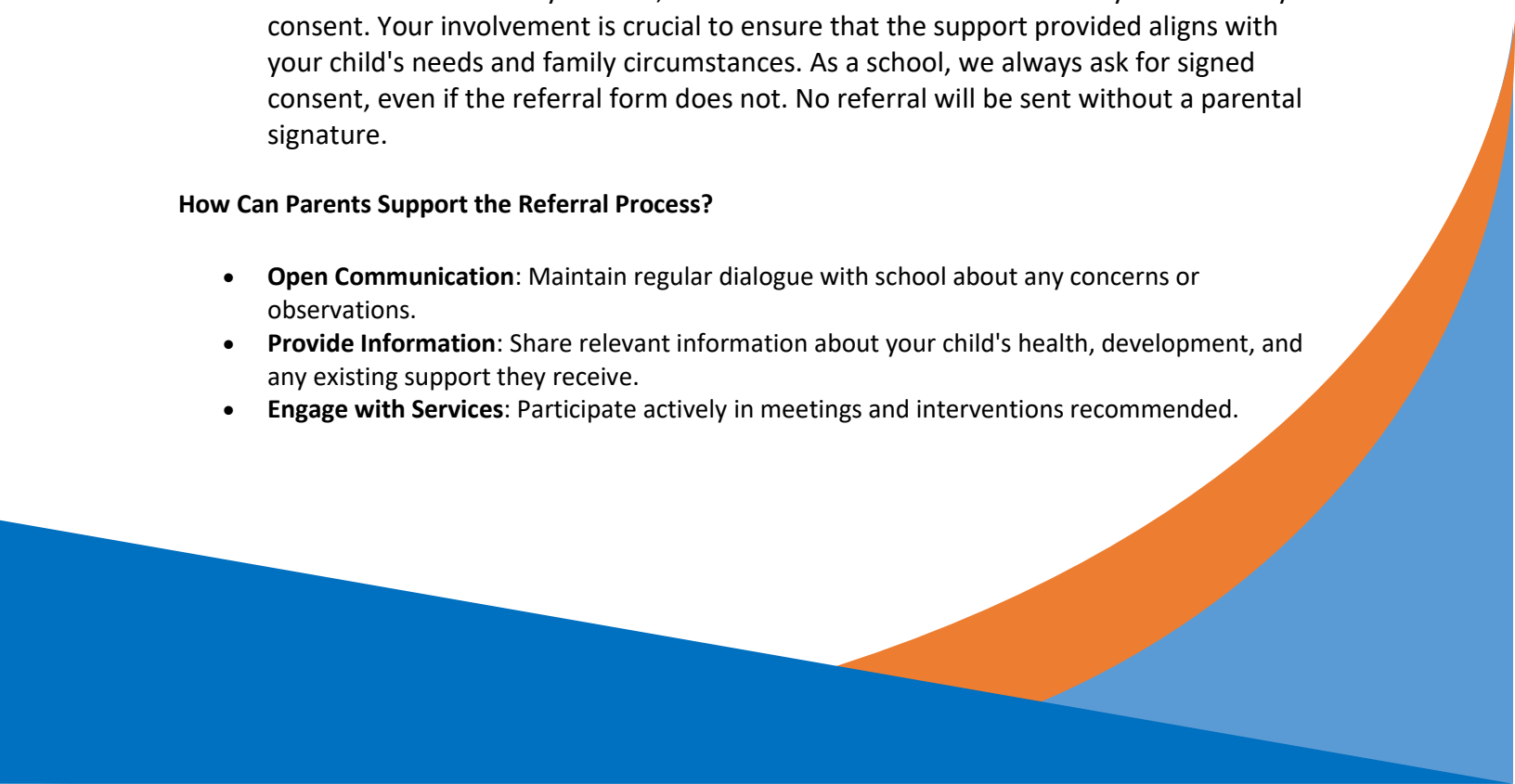
Schools can complete referrals when a child or family require additional support. This process involves:

- **Assessment:** School staff assess the child's needs, in consultation with parents or guardians.
- **Referral Submission:** The school completes a referral form detailing the identified needs and submits it to whichever service is deemed to be most appropriate.
- **Service Allocation:** Each individual service reviews the referral and decide how best to proceed. Sometimes, a service will contact parents to say their child is on the waiting list or that the referral has been declined. Other services do not make contact until an appointment is issued. This means that parents may not be informed if the referral has been declined. As a school, we would always recommend parents try to make contact with the service after the referral has been submitted to ensure it has been received and accepted.

Parental Consent and Involvement

- Before school sends any referral, staff will discuss their concerns with you and seek your consent. Your involvement is crucial to ensure that the support provided aligns with your child's needs and family circumstances. As a school, we always ask for signed consent, even if the referral form does not. No referral will be sent without a parental signature.

How Can Parents Support the Referral Process?

- **Open Communication:** Maintain regular dialogue with school about any concerns or observations.
 - **Provide Information:** Share relevant information about your child's health, development, and any existing support they receive.
 - **Engage with Services:** Participate actively in meetings and interventions recommended.
- 

Information for Parents: Understanding School Referrals to the Single Point of Access (SPOA)

Rochdale Services

When additional support is needed to support a child, schools can refer to the Single Point of Access (SPOA) to connect families with appropriate services. For children with a Rochdale GP, the referral is completed to the Single Point of Access.

What is the Single Point of Access (SPOA)?

The SPOA serves as a centralised hub for accessing various health, social care, and family services within Rochdale. It streamlines the referral process, ensuring that children and families receive timely and co-ordinated support tailored to their needs.

How Can Schools Refer to the SPOA?

Schools can complete referrals to the SPOA when a child or family require additional support. This process involves:

- **Assessment:** School staff assess the child's needs, in consultation with parents or guardians.
- **Referral Submission:** School completes a referral form detailing the identified needs and submits it to the SPOA team. School can only report on what we see in our observations and on what parents report to us from their perspective.
- **Autistic Spectrum Condition:** If referring to CAMHS for concerns around ASC, a review period of several months has to take place before the referral can be submitted.

Benefits of School Referrals to the SPOA

- **Streamlined Access:** A single referral point reduces delays in obtaining support.
- **Parental Involvement:** Parents are engaged throughout the process, ensuring that support strategies align with family perspectives and preferences.

Parental Consent and Involvement

- Before school sends any referral to the SPOA, staff will discuss their concerns with you and seek your consent. Your involvement is crucial to ensure that the support provided aligns with your child's needs and family circumstances. If the referral is for concerns around ASC, you have your own section of the form to complete. The referral will not be accepted without this. If the referral is for concerns about underlying ADHD, additional paperwork has to be completed by parents in order for the referral to be completed.
- As a school, we always ask for signed consent, even if the referral form does not. No referral will be sent without a parental signature. When the referral is sent, it will be sent via email. Parents will be copied in to this so there is reassurance that this has been done.

How Can Parents Support the Referral Process?

- **Open Communication:** Maintain regular dialogue with school about any concerns or observations.
- **Provide Information:** Share relevant information about your child's health, development, and any existing support they receive.
- **Engage with Services:** Participate actively in meetings and interventions recommended by the SPOA.

