# Pathways for referrals

## Early years team area SENCo

1. Concern identified by staff bought to setting based SENCo.
2. Setting SENCo observes the child, they look at levels and decide if the child has SEND, or if concerns can be explained by other factors such as attendance etc.
3. Setting SENCo raises concerns with parents/carers in meeting and records outcome of the meeting.
4. If agreed by parents/carers, child needs to be added to settings SEND register. Inform parents/carers and get consent in writing.
5. A My Support/SEND Plan is written with clear Smart targets. This runs for at least half a term, then evaluated with staff and parents/carers.
6. If the child is still not making progress and the child has a significant delay in three or more areas of development (see guidance for our referrals), a referral should be made to the area SENCo allocated to your setting.

## SALT (speech and language therapy

1. Setting staff to raise concerns with setting SENCo.
2. Setting SENCo to observe in setting.
3. To meet with parents/carers to share concerns and record this meeting.
4. To put child on SEND register with parental/carer consent in writing.
5. To complete a SEND/My Support Plan as appropriate.
6. Implement support strategies and review plan after an agreed period of time.
7. Check the child’s GP address. If the GP is out of Solihull, you will need to refer to SALT service in that area.
8. If little or no progress is made when support is in place, complete referral form to SALT.

[Speech and Language Therapy – Solihull Children's Community Therapies (uhb.nhs.uk)](https://childrenscommunitytherapies.uhb.nhs.uk/speech-and-language-therapy/)

## SAS (Specialist assessment service)

1. Setting SENCo to have followed the process for referrals to area SENCo.
2. Ensure there has been a referral to SALT (speech and language therapy).
3. Setting SENCO to complete observations with a focus of the four areas of difference associated with autism (communication, social interaction, flexibility of thinking and sensory processing).
4. Meet with parents/carers to discuss concerns and gain information on child’s needs at home. Record this.
5. Check where the child’s GP is. If their GP’s address is outside of Solihull, they will need to be referend to the service for that area.
6. Ensure you have at least one reviewed My Support/SEND plan.
7. Request an observation from the area SENCo to support the referral.
8. Complete a referral form ensuring both setting and parents/carers fill in their parts of the form and it is signed by them.
9. When sending the referral, ensure you include all your supporting evidence of Support/SEND plans, observations from area SENCo and SALT report.

[Specialist Assessment Service – Solihull Children's Community Therapies (uhb.nhs.uk)](https://childrenscommunitytherapies.uhb.nhs.uk/specialist-assessment-service/)

## OT (Occupational therapy)

1. Check where the child’s GP is. If their GP’s address is outside of Solihull, they will need to be referend to the service for that area.
2. The OT service works to support children who have difficulty carrying out their everyday activities (“occupations”), such as getting themselves dressed, brushing their teeth, handwriting or learning to ride a bike. Take time to think what everyday skills the child needs support with and why they cannot do the task.
3. Check if the child’s skills are what you would expect for their developmental age not their actual age. OT won’t take a referral if their developmental level matches their skills.
4. Meet with parents/carers and explain what OT do and why you want to make a referral. You need consent to make a referral.
5. Setting SENCo should go to the OT website and read the advice about making a referral and download the referral form.
6. Ensure the form is signed by parents/carers once completed before it is submitted.

[Occupational Therapy – Solihull Children's Community Therapies (uhb.nhs.uk)](https://childrenscommunitytherapies.uhb.nhs.uk/occupational-therapy/)

## Physiotherapy

Referrals to physiotherapy need to be done by a GP or consultant. If a parent/carer wants a referral for this service, the setting SENCo should advise them to talk to their GP.

[Physiotherapy – Solihull Children's Community Therapies (uhb.nhs.uk)](https://childrenscommunitytherapies.uhb.nhs.uk/physiotherapy/)

## Community paediatrician

Referrals to the community paediatrician needs to be done by a GP or consultant. If a parent/carer wants a referral for this service, the setting SENCo should advise them to talk to their GP.

## EHCP (education, health and care plan)

1. Complete the process for referral to the early years team, the SPI (sensory and physical impairment team) or SISS (specialist inclusion support service).
2. Ensure you have made referrals to and have reports from all relevant agencies where possible.
3. Ensure you have evidence of the graduated approach for example 3 reviewed My Support/SEND plans that have clear SMART targets and that have been reviewed regularly at least termly or half termly for younger children.
4. Meet with parents/carers to discuss the EHCP process. Clearly explain the purpose of an EHCP and the timescales. Signpost parents/carers to the local offer for more information. Parents/carers must consent to a referral.
5. Ask the area SENCo to complete an observation form to support the application.
6. Complete an up-to-date assessment of the child’s developmental levels.
7. Check the child’s home address. If they live outside Solihull, you will need to apply to the local authority where they live for their EHCP and use their referral paperwork. If it is Birmingham, they will expect you to have referred to their cross-border team on their one point referral paperwork on the Birmingham’s local offer.
8. Complete the EHCP application paperwork. Ensure you meet with parents/carers to get their views and signed consent to submit the application. Ensure you answer all the sections giving detail about what the child’s needs are and what you have put in place to meet these needs. Include everything you do.
9. Ensure you include all the evidence when you submit the application. This should include all My Support/SEND plans, all reports from outside agencies i.e. SALT, OT, area SENCo, SISS etc, copies of letters from doctors confirming any diagnosis made, up-to-date levels of development, an up-to-date observation from the area SENCo, if involved. Ensure you can show that the child is already receiving a high level of support from your setting.

[Education, Health and Care Plan (EHCP) Explained | solihull.gov.uk](https://www.solihull.gov.uk/children-and-family-support/localoffer/EHCplans)