**Pathways for referrals**

**Early years team Area SENCo**

1. Concern identified by staff brought 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 i.e. attendance etc.

3. Setting SENCo raises concerns with parents in meeting and records outcome of the meeting.

4. If agreed by parents, child to be added to setting’s SEND register (parents informed and written consent gained).

5. A My Support/SEND Plan is written with clear Smart targets. This runs for at least half a term then is evaluated with staff and parents.

6. If the child is still not making progress, and has a significant delay in 3 or more areas of development (see guidance for our referrals), a referral should be made to the Area SENCo allocated to your setting.

**SALT**

1. Setting staff to raise concerns with Setting SENCo.

2. Setting SENCo to observe child in setting.

3. Setting SENCo raises concerns with parents in meeting and records outcome of the meeting.

4. If agreed by parents, child to be added to setting’s SEND register (parents informed and written consent gained).

5. A My Support/SEND Plan is written, with clear Smart targets, as appropriate. This runs for at least half a term then is evaluated with staff and parents.

6. If little or no progress is made when support is in place, complete a referral form to the SALT service. Check the child’s GP address, if the GP is out of Solihull you will need to refer to SALT service in that area.

**SAS**

1. Setting SENCo to have followed the process for referrals to their allocated Area SENCo.

2. Setting SENCo to ensure there has been a referral submitted to SALT.

3. Setting SENCO to complete observations, with a focus of the 4 areas of difference associated with Autism (communication, social interaction, flexibility of thinking and sensory processing).

4. Setting SENCo to meet with parents to discuss concerns and record information on the child’s needs at home.

5. Ensure you have at least one reviewed My Support Plan/ SEND Plan.

6. Request an observation from the Area SENCo to support the referral.

7. Check where the child’s GP is. If their GP’s address is outside of Solihull, they will need to be referred to the relevant service for that area.

8. Complete a referral form ensuring both setting and parents fill in their parts of the form. Ensure referral form is signed by parents.

9. When sending the referral, ensure you include all your supporting evidence i.e. SEND/ My Support Plans, setting observations, observations from Area SENCo, SALT report etc.

**OT**

1. Check where the child’s GP is. If their GP’s address is outside of Solihull, they will need to be referred 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 can’t 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 the child’s developmental level matches their current level of skills.

4. Meet with parents and explain what OT do, and why you want to make a referral. You need parental 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 before it is submitted.

**Physio**

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

**Community Paediatrician**

Referrals to the community Paediatrician need to be done by a GP or consultant. If a parent wants a referral for this service, the setting SENCo should advice the parents to talk to their GP.

E**HCP**

1. Complete the process for referral to the Early Years Team or the SPI team SISS

2. Where possible, ensure you have made referrals to, and have reports from, all relevant agencies.

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 to discuss the EHCP process. Clearly explain the purpose of an EHCP and the time scales. Signpost parents to the local offer for more information. Parents must consent to a referral.

5. Ask the Area SENCo to complete and observation 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 of Solihull, you will need to apply to the local authority that they live in for their EHCP and use their referral paperwork. If the child has a Birmingham address, they will expect you to have referred to their cross-border team on their One Point Referral paperwork on the Birmingham Local Offer.

8. Complete the EHCP application paperwork. Ensure you meet with parents 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 to support the child e.g. additional to/different from your universal provision.

9. Ensure you include all evidence when you submit the application, this should include all reviewed 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. Ensure you can show that the child is already receiving a high level of support from your setting.