



Coomb Briggs Primary School SEND Referral Policy

Local Authority	North East Lincolnshire
Head Teacher	Helen Redmond
SENCO	Hayley Dawson
SEND Governor	Steve Head

How are children referred to the SENCO?

All children have access to high quality teaching, which includes differentiation and personalisation. High quality teaching is the first port of call for class teachers when they have concerns about a child in their class. It is the responsibility of the class teacher to put in place additional support/provision and measure the impact of this provision. If after 6 weeks, this has had minimal impact, a cause for concern form is completed by the class teacher.

Once given to the SENCO, it is their job to arrange a meeting with the class teacher and carefully plan further provision and intervention. Again, this will be reviewed in 6 weeks. If little or no progress has been made, the SENCO will begin liaising with the relevant outside agencies for further support and guidance.

Referrals to Outside Agencies

All outside agency referrals require parent/carer consent. It is the responsibility of the class teacher to give as much detail as possible on the referral form, before sending back to the SENCO for finalising.

Referrals to outside agencies will not be completed if additional provision has not been put in place. Class teachers need to ensure that they have tried alternative provision/strategies, before asking for outside agency support.

Class teachers will be informed of relevant dates, meetings and reviews in order for them to attend.

Expressing Concerns to Parents and Carers

The code of practice states that schools must *"inform parents when they are making special educational provision for a child"*

It is the responsibility of the class teacher to inform parents/carers of their concerns and the provisions that are being put in place.

There will be some cases where outside agency involvement is required,

Do not send parents/carers to the doctors without talking the SENCO or Head teacher first.

If it is in agreement that a referral to the GP is necessary, please ensure that the parents/carers state that the support the child is currently receiving has been planned carefully but is having little to no impact. Therefore, school would like another opinion or guidance for next steps.

When discussing concerns about a child, do not use any terms such as diagnosis, autism, dyspraxia, dyslexia or Asperger's. If parents/carers ask for an opinion about what the child's needs could be, explain to them that you are unable to comment due to you not being a health/medical professional, but continue to tell them about your concerns and the provision that is in place. Explain to them that the provision is currently not working and school would like



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some support from other professionals to ensure that the child gets the exact support they need.

All parent/carer communication should be recorded and kept as evidence.



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Information and Referral Processes for External Agency Support

Name of Service	Information about the Service	Referral Method	Ways of Contact
Speech and Language Therapy (SALT)	Click on the link below: https://www.nlg.nhs.uk/services/childrens-speech-language/nelincs/	Children aged 3 - 17 years old can be referred by parents/carers, teachers, GPs or other professionals. Parents are recommended to speak to their child's school or health visitor if they are concerned about their speech and language development. Children with feeding or swallowing problems need to be referred by their doctor.	Children's Therapy Team Diana, Princess of Wales Hospital Scartho Road Grimsby DN33 2BA 03033 303758
Specialist Advisory Service (SAS)	Click on the link below: https://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/special-advisory-service/	If parents or class teachers have concerns or worries about a child, they are to speak to the school SENCO who can then make a referral.	Specialist Advisory Service, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN Email: SpecialistAdvisoryService@nelincs.gov.uk Telephone: 01472 323183 Opening times: Monday to Thursday 8:30am to 5pm and Friday 8:30am to 4:30pm, except bank holidays.
Educational Psychologist (EP)	EP's work with children and young people (0-25 years), parents, carers, teachers and other professionals to promote positive change in a child's life. EP's have been trained to understand how children learn, behave, think, feel and get on	If parents or class teachers have concerns or worries about a child, they are to speak to the school SENCO who can then make a referral.	Educational Psychology Service, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35



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	<p>well with others. They can advise on:</p> <ul style="list-style-type: none"> • Difficulties with learning • Mental health problems • Reluctance to attend school • Difficulties with social interactions/friendship • Children's behaviour at school and home. <p>Once a referral has been made, EP's talk to parents and teachers about their worries and work together to create plans to help the child.</p>		<p>8LN</p> <p>Email: specialistadvisoryservice@nelincs.gov.uk</p> <p>Telephone: 01472 323183</p> <p>Opening times: Monday to Friday 9am to 4:30pm, except bank holidays</p>
Family Hub	<p>Family Hubs provide help and support for families to work through any issues they may have.</p>	<p>Referrals can be made through:</p> <ul style="list-style-type: none"> • School • School nurse • Health visitor • Contact the family hub directly 	<p>Immingham Family Hub 01469 514848</p> <p>Open Monday to Friday</p>
Young Minds Matter (YMM)	<p>Click on the link below: https://www.lpft.nhs.uk/young-people/north-east-lincolnshire/about-us</p>	<p>Parents and carers cannot make a direct referral. A GP, other health professionals or teachers can make the referral.</p>	<p>Freshney Green Primary Care Centre Sorrel Road Grimsby DN34 4GB</p> <p>Tel: 01472 252570</p> <p>Email: lpn-tr.nelymm@nhs.uk</p>
Barnardos & SENDIASS	<p>Click on the link below: https://www.barnardos.org.uk/what-we-do/services/north-east-lincolnshire-sendiass</p> <p>https://www.nelincs.gov.uk/children-families-and-schools/send-and-local-offer/send-local-and-national-support/</p>	<p>If parents or class teachers have concerns or worries about a child, they are to speak to the school SENCO who can then make a referral.</p>	<p>01472 355365</p>
Compass Go	<p>Click on the link below: https://www.compass-uk.org/services/north-east-lincolnshire-mhsts-new/</p>	<p>If parents or class teachers have concerns or worries about a child, they are to speak to the school SENCO who can then</p>	<p>01472 494250</p>



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		make a referral. Parents can self-refer	
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