**Springwood Primary School Outreach – Referral Form September 2024 to July 2025**

**General Data Protection Regulations 2018**

**The information requested on this form is required for the purpose of referring the named pupil to this service.**

**The information provided by you may be disclosed to other professionals working with this pupil for mandatory purposes such as education and safeguarding purposes.**

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| **Name of School****Address****Tel no.** |  | **Name of Headteacher/ Manager** |  |
| **Name of pupil****Main language spoken at home:** |  | **Name of SENDCo****e-mail address:** |  |
| **Date of Birth** |  | **Other relevant information TAF/EHA/CIN/LAC** |  |
| **Year group** | **(as at September 2024)** | **Other relevant information TAF/EHA/CIN/LAC** |
| **Class Teacher and LSA names:**  |  | **Recognised diagnosis or agreed SEND and relevant medical information:** |  |
| **SEN Stage:**☐SEN supportNB A pupil needs to have an EHCP to access Springwood Outreach.☐SENSA funding - number of hours: ☐EHCP request in progress ☐EHCP submitted ☐EHCP issued * + Date issued:
	+ Number of hours:
	+ Date of last review:
 | **Learning needs:** *ARE = age related expectations*☐ Working above ARE☐Working within ARE ☐Working towards ARE☐Working significantly below ARE (at least 2 years)☐Pre-key stage 2☐Pre-key stage 1 ☐P Levels 1-4 | **Academic progress:**☐Exceeding expectations☐Making expected progress☐Making measurable small steps of progress☐Making limited progress☐Making no progress |
| **Summary of concerns from school:****Please state what your main concerns are/what you would like support with.**  |  |
| **Current support and strategies in place, please note outcomes/impacts:** |  |
| **Are there any times and days when a visit from Springwood Outreach would NOT be possible** **(e.g pupil on part time timetable etc)**  |
| **Other professionals involved****Agency:** | **Named person:** | **Date of last involvement:** | **Paperwork enclosed/attached to referral:**☐EHCP☐Annual review paperwork☐Medical report☐EP report☐S&LT report☐OT report☐IEP/personal plan☐Behaviour Plan☐Other (please state): |
| Speech and Language |  |  |
| Educational Psychologist |  |  |
| Occupational Therapist |  |  |
| Physiotherapist |  |  |
| Social Care |  |  |
| Advisory Teacher (VI, HI, A.C.E) |  |  |
| Behaviour Support |  |  |
| Paediatrician |  |  |
| Other – please state: |
| **Referral requested by:** **HT / SENDCo /Manager****Sign and date:**  | **By signing this form, you agree to the terms of the Service Level Agreement outlined below.** .............................................................................................. | **Parent / Carer Consent:****Sign and date:** | **I agree for my child to be observed / assessed by a Springwood School Outreach worker and for the information to be shared with relevant agencies.**………………………………………... ………………………………………... |
| **SERVICE LEVEL AGREEMENT:**Commitment from Springwood Primary School Outreach Service:* We will work together as part of a multi-agency team to support the needs and inclusion of the named pupil.
* Provide feedback and recommendations as a result of observations and discussions.
* Provide a written Support Visit Record detailing recommended advice, actions and progress since the last visit.
* We will put the identified support/ training in place via discussions, visits, suggested next steps, invitations to Springwood and possible CPD options for all staff to build capacity.
* Attend EHCP Reviews and other meetings, if appropriate (at least one term of input required).
* Create routes for regular communication via email and telephone.

Commitment from mainstream school/setting:* That you will work together as part of a multi-agency team to support the needs and inclusion of the named pupil.
* On our first visit you will ensure the LSA/Teacher/SENDCo is available for discussion and for subsequent visits if appropriate.
* To build capacity within the mainstream school to support the needs of all pupils with SEND.
* To implement appropriate strategies and support within school as recommended by Springwood Primary School Outreach Service.
* To provide Springwood Primary School Outreach Service with current information: IEP, EHC Plan, SEN support details, academic data.
* To ensure parents are informed of Springwood Primary School Outreach Service’s involvement with the child.
* Complete evaluations and provide evidence of Springwood Primary School Outreach Service’s input to support further development of the Outreach Service.
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**Please return to:** **springwood.outreach@salford.gov.uk**