

Referrals to External Agencies

1. Parenting Support

- **Action:** Self-refer to parenting courses if you need support with parenting strategies and behaviour needs. School staff may sign post families.
- **Resource:** Peterborough Family Hubs offer various courses throughout the year.

2. Early Help Assessments

- **Action:** Consider an Early Help Assessment for a whole-family approach to support. School staff may sign post families where this support would be beneficial.
- **Timescale:** The school will complete the paperwork within four school weeks, and processing by Peterborough City Council usually takes about a week.

3. Speech and Language Therapy

- **Action:** If required, school must conduct an initial assessment and provide 12 weeks of interventions before a referral can be made.
- **Timescale:** After referral, initial contact from the SALT team usually occurs within 3 months, with an 18-month waiting list for therapy.

4. Occupational Therapy

- **Action:** Initial support can be arranged in school; if further support is needed, the SENCo can refer to Occupational Therapist (OT).
- **Timescale:** The school will complete paperwork within four school weeks, and initial contact from OT usually occurs after referral.

5. Mental Health Support Team (MHST)

- **Action:** The SENCo can refer to MHST for support with anxiety or behavioral needs.
- **Timescale:** Initial contact usually occurs within 4 weeks of referral, with support typically starting within three months.

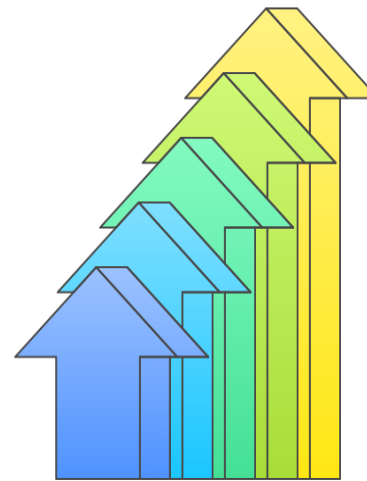
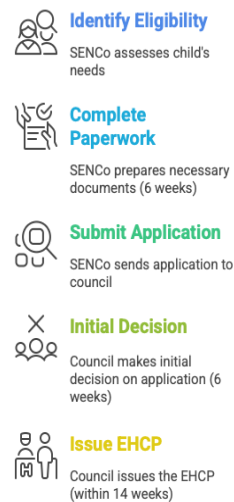
6. Neurodevelopmental Pathway

- **Action:** Referrals can be made for concerns about autism or ADHD - this requires the submission of robust evidence from home and school. It will usually involve evidence gathered from ADPR.
- **Timescale:** After referral, a decision is made within 3 months, with a waiting list for assessments currently over one year.

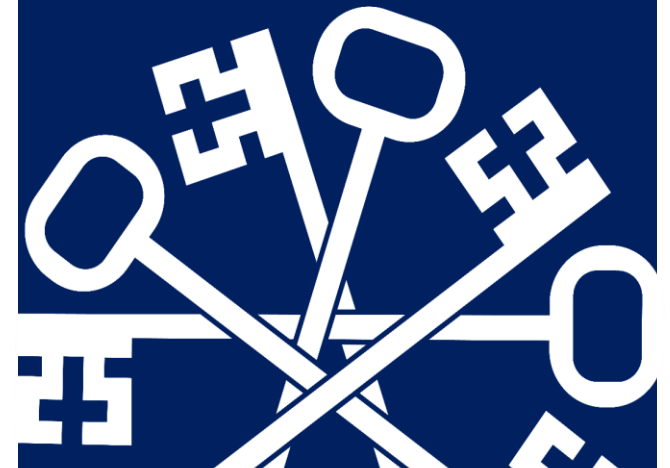
Applying for an Education, Health and Care Plan (EHCP)

A small number of children with SEN may be eligible for an EHCP. The SENCo can provide guidance on whether your child's needs meet the threshold for assessment. Applications for EHCP are based on a range of evidence including home and school. The Assess, Plan, Do, Review cycle plays a crucial role. This requires at least 3 cycles of Assess, Plan, Do, Review (ADPR). One cycle is usually a school term.

EHCP Application Process



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This document serves as a comprehensive guide for parents who are concerned that their child may have Special Education Needs (SEN). It outlines the steps to take, the timelines involved, and the various support services available. By following these guidelines, parents can navigate the process more effectively and ensure their child receives the necessary support

Steps to Take & Timescales Involved

Next Steps

Arranging a Meeting with Class Teacher

Arrange Initial Meeting

Contact the teacher to discuss progress and concerns.

Send Email

Send an email to the teacher to initiate contact. parents@rps.pkat.co.uk.

Teacher Responds

The teacher responds to the email within a week.

Schedule Meeting

The teacher schedules a meeting within a fortnight.



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Parents Complete Actions

Parents fulfill agreed tasks from the meeting including any paperwork

School Staff Support

If referred to an outside agency is agreed, school staff can assist parents complete documentation if needed

SENCo Submits Documentation

SENCo submits necessary paperwork to outside agency if required

Speeding up the Process

It speeds up the process when parents complete the paperwork promptly



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Arranging a Meeting with SENCo

Identify Concerns

Parents recognize persistent educational concerns

Request Meeting

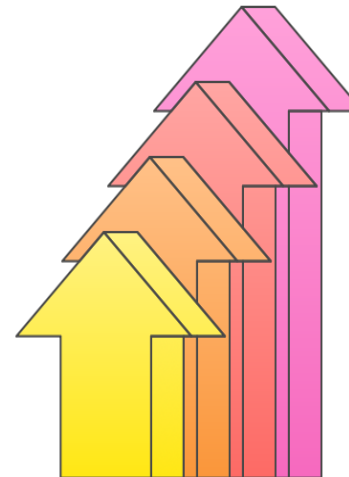
Parents email (parents@rps.pkat.co.uk) to request a meeting with SENCo

SENCo Contact

SENCo responds within a week

Schedule Meeting

SENCo arranges a meeting within a fortnight



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