

Learning / SEMH Needs Referral Form

To request an assessment, intervention or Access Arrangement, please complete as fully as possible, using SIMS to obtain details of current SEN status, provision & assessment levels.

Please 'Save As' and then email to SENCO, CC HOY & Form Tutor

TO BE COMPLETED BY REFERER									
Name of Student:					Year/Class:				
Current SEN Status: none / EHCP / K									
EAL? y/n if so, Level? A,B,C,D,E									
Target Grade / Level on (SIMS) :									
<u>Current Strategies/ intervention</u>									
in place as part of 'wave 1/ inclusive quality teaching strategies, (tick or add as appropriate, not all may be relevant)									
General in class:									
Adaptive tasks		Sentence starters		Pre teaching/ topic glossary		Frequent 'checking in' with student		Repeating instruction	
Written instructions		Class position/ seating plan		Broken down instructions		Additional time		Reinforcement	
		Targeted/ specific praise		Visual prompts/ support		Extra time / shorter tasks		Reader (teacher/ LSA / peer)	
During assessment:									
Use of laptop		Scribe in assessments		Additional thinking time / shorter tasks		Use of bilingual dictionary		Prompting	
Others (please describe): _____									
Please state whether the current strategies you have highlighted above, are working in supporting the pupil:									
If SEN k / EHCP Specific Strategies/ intervention in place (on SIMS / Markshhet) , please state whether they are in use, relevant to the concern, and if they are working in supporting the pupil:									
Reason for referral (please detail presenting difficulties):									

If referring for Access Arrangements, please tick reasons:							
Slow writing speed		Slow reading speed/ fluency		Slow processing speed		Poor focus/ concentration	
Very poor comprehension		Very poor spelling (hinders understanding)		Indecipherable handwriting		Medical need impacting learning	
Is the condition / difficulty 'long term' (over 12 months)		Additional information:					
Person referring: (Please also indicate subject taught)				Date:			
TO BE COMPLETED BY SENCO							
SENCO Comments / Specialist assessments required / next steps etc :							
SIMS / Marksheet records amended y/ n				Date:			