

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	
Written instructions		Class position/ seating plan		Broken down instructions		Additional time	
		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: Date:
(Please also indicate subject taught)

TO BE COMPLETED BY SENCO

SENCO Comments / Specialist assessments required / next steps etc :

SIMS / Marksheets records amended y/ n Date: