

**Referral Process**

School / Setting send an Early Help Advice (EHA) form and provide 2 terms of evaluated graduated response unless the request is for strategies only.

Pre-school – only need to provide EHA and 1 cycle of plan do review.

Ladywood Outreach Teacher will then acknowledge receipt of referral via letter / email or phone call within 7 working days.

Complete an observation / assessment of the child - if child is appropriate for caseload. Outreach staff submit all evidence gathered from the observation at the Outreach Cluster Meeting, including EHA and evidence of graduated response (all staff from designated cluster attend). Cluster leads facilitate meeting – staff discuss referrals - all staff contribute. Decision made about the involvement.

Ratified by Cluster leads and Ladywood Senior Leadership Team.

Child on caseload for ongoing direct involvement.

Complete an observation / assessment of the child considering evidence of the graduated response

Does not meet criteria at this time due to lack of evidence of graduated response.

**Service shares with school detailed strategies at SEN support for the graduated response with review date.**

Review after set time agreed, ensure that you provide additional evidence e.g. two terms of graduated response.

Maximum 2 terms – review at caseload panel and Outreach staff submit all evidence. Ratified by Cluster leads and Ladywood Senior Leadership Team

Complete an observation / assessment of the child - if the child is not appropriate for service, signpost to appropriate service e.g. BSS.

**Referral Process when a child is 2 years old**

**Child is 2 years old, has a funded place and/ or is in receipt of DLA**

School / Setting send an Early Help Advice (EHA) form with actions and goals included. Pre-school – **need to provide signed EHA and 1 cycle of plan do review.** Ladywood Outreach Teacher will then acknowledge receipt of referral via letter / email or phone call within 7 working days of receiving the request.



**Health visitor involved and discussion taken place about the Integrated Review**

**ASQ/ ASQ SE/ WELLCOM**

**Evidence seen 1 round of “Plan do review.”**

Complete an observation / assessment of the child.

Outreach staff submit all evidence gathered from the observation at the Outreach Cluster Meeting.

**Cluster leads facilitate meeting – staff discuss referrals** - all staff contribute. Decision made about the involvement.

Ratified by Cluster leads and Ladywood Senior Leadership Team.

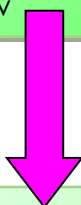
**Child on caseload for ongoing direct involvement.**



**HV involvement discussed** considering evidence from EY team / Health visitor, ASQ/ ASQ SE/ WELLCOM.

**Not enough evidence seen.**

Signpost to appropriate health visitor / EY team asking the setting to re refer once this evidence is in place. See List for HV lead, give to the setting to contact and then plan to review



**Setting re refer with additional evidence.**

Observation completed. Cluster leads facilitate Cluster meeting – staff discuss referrals - all staff contribute. Decision made about the involvement. Ratified by Cluster leads and Ladywood Senior Leadership Team.



Complete an observation / assessment of the child - if the child is not appropriate for service, signpost to appropriate service e.g. BSS.