



## Coomb Briggs Primary Academy

Roal Drive, Immingham, N.E. Lincolnshire DN40 2DY

Headteacher : Helen Redmond BA Hons QTS

Tel: 01469 572584



### **Coomb Briggs Primary Academy SEND Referral Policy (internal)**

<b>Local Authority</b>	North East Lincolnshire	<b>Local Offer:</b> <a href="https://sendlocaloffer.nelincs.gov.uk/">https://sendlocaloffer.nelincs.gov.uk/</a>
<b>Head Teacher</b>	Helen Redmond	01469 572584 redmondh@cbpacademy.org.uk
<b>SENDCO</b>	Hayley Dawson	01469 572584 dawsonh@cbpacademy.org.uk
<b>SEND Governor</b>	Andrew Harrison	01469 572584

#### **How are children referred to the SENDCO?**

All children have access to high quality teaching, which includes adaptation, differentiation and personalisation. High quality teaching is the first port of call for class teachers when they have concerns about a child in their class. It is the responsibility of the class teacher to put in place additional support/provision and measure the impact of this provision. If after 6 weeks-8 weeks, this has had minimal impact, a cause for concern form is completed by the class teacher.

Once given to the SENDCO, it is their job to arrange a meeting with the class teacher and carefully plan further provision and intervention. Again, this will be reviewed in 6 weeks. If little or no progress has been made, the SENDCO will begin liaising with the relevant outside agencies for further support and guidance.

#### **Referrals to Outside Agencies**

All outside agency referrals require parent/carer consent. It is the responsibility of the class teacher to give as much detail as possible on the referral form, before sending it back to the SENDCO for finalising.

Referrals to outside agencies will not be completed if additional provision has not been put in place. Class teachers need to ensure that they have tried alternative provision/strategies, before asking for outside agency support.

Class teachers will be informed of relevant dates, meetings and reviews in order for them to attend and contribute.

#### **Expressing Concerns to Parents and Carers**

The code of practice states that schools must *"inform parents when they are making special educational provision for a child"*

It is the responsibility of the class teacher to inform parents/carers of their concerns and the provisions that are being put in place.

There will be some cases where outside agency involvement is required.

Do not send parents/carers to the doctors without talking to the SENDCO or Head teacher first.

All parent/carer communication should be recorded and kept as evidence.



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### Information and Referral Processes for External Agency Support

Name of Service	Information about the Service	Referral Method	Ways of Contact
NELC SEND Local Offer	<a href="https://sendlocaloffer.nelincs.gov.uk/">https://sendlocaloffer.nelincs.gov.uk/</a>		
Speech and Language Therapy (SALT)	Click on the link below: <a href="https://www.nlg.nhs.uk/services/childrens-speech-language/nelincs/">https://www.nlg.nhs.uk/services/childrens-speech-language/nelincs/</a>	Children aged 3 – 17 years old can be referred by parents/carers, teachers, GPs or other professionals. Parents are recommended to speak to their child's school or health visitor if they are concerned about their speech and language development. Children with feeding or swallowing problems need to be referred by their doctor. Referral form sent via post. Parental consent required.	Children's Therapy Team Diana, Princess of Wales Hospital Scarcho Road Grimsby DN33 2BA 03033 303758
EY SEND Team	Click on the link below: <a href="https://sendlocaloffer.nelincs.gov.uk/parents-and-carers/early-help/">https://sendlocaloffer.nelincs.gov.uk/parents-and-carers/early-help/</a>	Health visitors can request support from the EY team. To access support from an Area SENCo, educational settings must be following the graduated approach framework of assess, plan, do and review. If the team feel that it would be beneficial of observations to be completed, it will require signed parental permission by setting. Feedback will always be given by setting when an observation is conducted.	
NAVIGO	Click on the link below: <a href="https://navigocare.co.uk/">https://navigocare.co.uk/</a>	Parents and carers cannot make a direct referral. A GP, other health professionals or teachers can make the referral.  Parental consent is required, along with detailed information from the class teacher regarding CYP.	Navigo House, 3 – 7 Brighowgate, Grimsby, DN32 0QE Telephone: 01472 583000 Fax: 01472 583000 / Email: info.navigo@nhs.net
SENDIASS	Click on the link below: <a href="https://nelsendiass.org.uk/">https://nelsendiass.org.uk/</a>	If parents or class teachers have concerns or worries about a child, they are to speak to the school SENDCO who can then make a referral. Parents/carers can go directly to SENDIASS	Helpline: 01472 326363 (24 hour answerphone service. We aim to respond in 48 hrs)  ask@nelsendiass.org.uk



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WELLSPRING

We Make A Difference

Compass Go	Click on the link below: <a href="https://www.compass-uk.org/services/north-east-lincolnshire-mhsts-new/">https://www.compass-uk.org/services/north-east-lincolnshire-mhsts-new/</a>	If parents or class teachers have concerns or worries about a child, they are to speak to the school SENDCO who can then make a referral. Online referral. Parental consent required and along with detailed information from the class teacher. Parents can self-refer by ringing the duty line phone number.	01472 494250
School Nurse	Click on the link below: <a href="https://www.nelincs.gov.uk/health-wellbeing-and-social-care/health-and-wellbeing/children-and-young-peoples-health/school-nursing/">https://www.nelincs.gov.uk/health-wellbeing-and-social-care/health-and-wellbeing/children-and-young-peoples-health/school-nursing/</a>	Professionals to complete the online referral form.	School Nursing, New Oxford House, Grimsby, North East Lincolnshire, DN31 1EY Email: schoolnursingadvice@nelincs.gov.uk Call: 01472 323660 Open Monday to Friday 8:30am to 4:30pm, except bank holidays

### Coomb Briggs Primary Academy

#### SEND Graduated Approach

##### Universal Offer

Quality First Teaching (QFT)

All children have access to adapted, differentiated and personalised learning. This is the responsibility of the class teacher



##### Assess

Class teacher has identified a child is not making expected progress.



##### Plan/Do

Class teacher adapts and plans in additional provision and intervention.  
6-8 weeks monitoring.



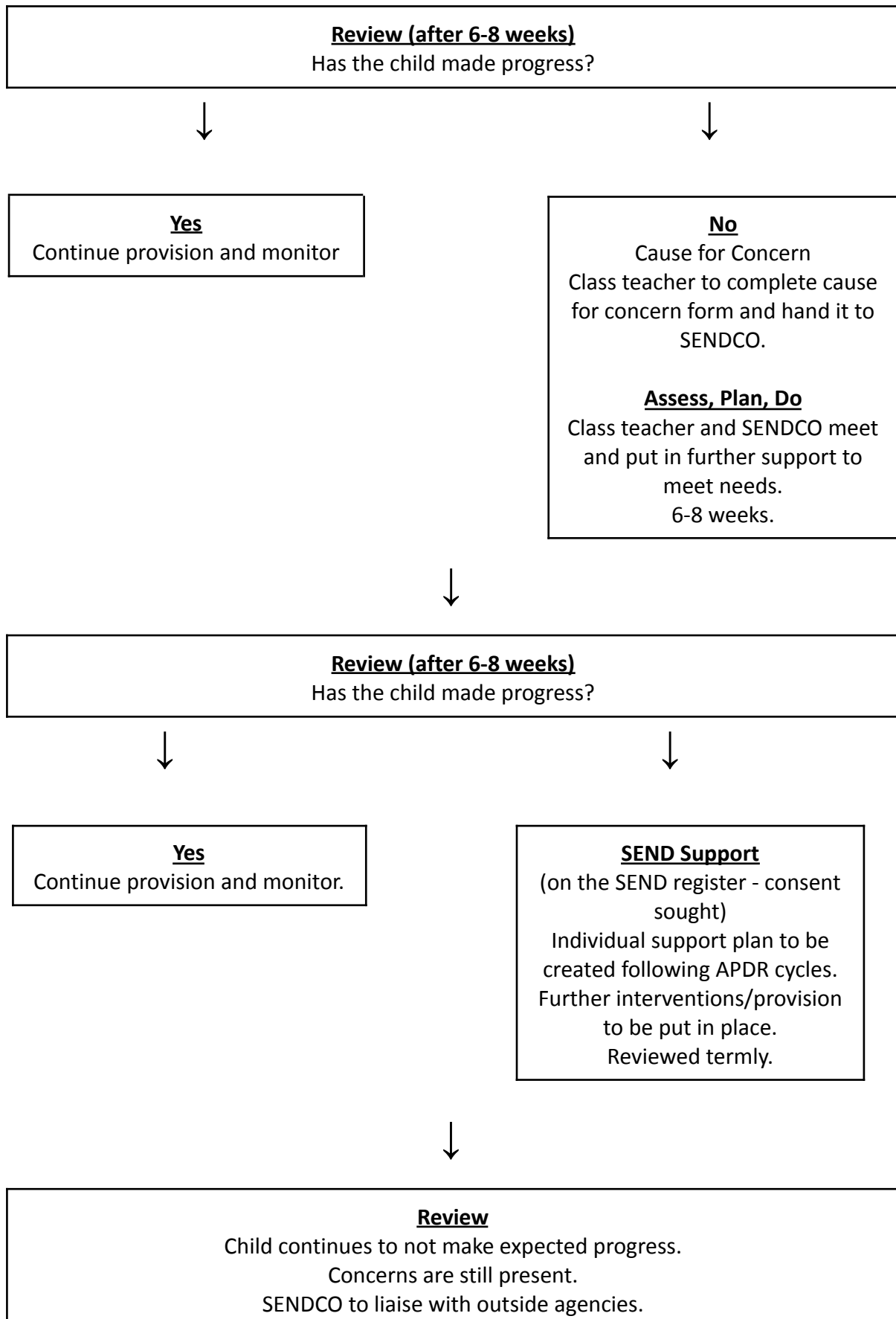


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### Outside Agency

SENDIASS, NAVIGO, Educational Psychology, Speech and Language, Compass Go, EY SEND team, NELPCF, Medical (GP, paediatrician), School Nurse



### Outside Agencies

Assess - initial consultation  
Observation and Assessment  
Plan - provision and Interventions  
Do  
Review (usually 12 weeks)  
  
Cycle may be repeated



If a child shows complex needs that cannot be met using the support and provision in place in school, then a request for an Education, Health and Care Plan (EHCP) will be initiated (as long as parents and carers consent to this).



### EHCP

When an EHCP is issued from the local authority, annual reviews will take place in order to review the provision and outcomes. This is done collectively between all stakeholders.