



Requesting a referral to outside agencies – Frequently Asked Questions

What outside agencies could my child be referred to for support?

Educational Psychologist – further advice for school on how your child can be *supported within school* and to give advice on supporting their education

Child and Adolescent Mental Health Service (CAMHs) - support for mental health difficulties and assessment of additional needs

School Nurse – support for medical needs and issues such as eating, sleep and establishing routines

Children’s Therapy Service – access to advice and support from Speech and Language therapists, physios or Occupational Therapists.

What do I do if I think my child needs a referral?

Talk to the class teacher initially about why you think the referral is needed. They may also involve the SENCo or another member of SLT in the discussion. Discuss your reasons and what support the school are currently offering.

Who will make the referral?

A member of the SLT, usually the SENCo, or the Family Support Worker will make the referral if it is agreed that your child meets the organisation’s criteria and additional support already given in school has not led to sufficient progress in an appropriate time frame. School will gain information from the you (as the person requesting) and the class teacher (wherever needed).

Do I see the referral before it is sent?

In some cases, the referral will be a record of your conversation so you will not need to see the referral form itself. In some cases, if further information is added, the person making the referral will give you opportunity to look through it before it is sent. For some referrals, you will need to sign the form.

Can the school make a referral without my consent and knowledge?

This can only happen if there is a safeguarding issue and telling the parent would increase the risk to the child.

Do both parents need to consent to the referral?

One parent can request a referral. In the case of parents who are separated, we inform the other parent that a referral has been requested and why. They can also contribute to the referral. If one parent wants the referral but the other does not, we will defer to the opinion of the parent who is the primary carer.

Who is aware of the referral in school?

The class teacher and member of SLT who made the referral will be aware as part of the process of referring. The referral is then kept in the teacher’s secure file on the school’s system which the SLT, including the SENCo, can access. Other adults, such as teaching assistants and ELSAs, may be made aware on a ‘need to know’ basis.