

# The Referral Process

## Before Referring

- Graduated response in action (Assess, Plan, Do, Review)
- Identify and support pupil's SEMH needs
- Behaviour policy implemented, de-escalation strategies consistently used
- Behaviour support plan in place
- Pupil is accessing in school support

- External agencies involved if appropriate e.g. Educational Psychologist, Autism Support Service, Speech & Language, Early Help Service.
- Evidence is being gathered/submitted for EHCNA if appropriate
- Parents/Carers are well informed about pupil's behaviour challenges and school interventions

## Referring

- School complete Summerhouse referral form with supporting documentation
- Senior member of Summerhouse staff observes pupil in their school
- Identification of support needs
- Pupil, parent/carer and school visit Summerhouse if placement is to commence

- If appropriate, pupil receives "Outreach Only" support in their mainstream school
- Advice and support given to school staff working with the pupil
- Secondary school transition support offered where relevant

## Support

- Pupil placement begins; two days a week at Summerhouse for up to two terms (
- Weekly outreach support in mainstream school
- Half termly 'review meetings' involving Summerhouse, mainstream school and parents/ carers

- EHCPNA/ APDR cycle collaboration
- Support with referral to specialist services
- Advice and support for parents/ carers including parenting groups
- Support Staff training (specialist Teaching Assistant support)

## Bespoke Support

- Positive behaviour management support
- Secondary school transition support
- Play or Art Therapy

## Contact Us

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