



# **Referral to the Education Health and Care Pathway**

## **5-15 School–Age Referrals**

### **Guidance Notes**

## **GUIDANCE ON REFERRAL TO THE EDUCATION, HEALTH & CARE (EHC) PATHWAY (5-15 SCHOOL-AGE REFERRAL)**

### **Purpose**

The purpose of this form is to initiate a referral to the EHC Pathway. The decision to draw up an EHC Plan will depend on the severity of a child's/young person's needs and the steps taken previously to try to meet those needs. In completing this form the referrer should identify where evidence of the child's/young person's needs may be found and the provision/support offered.

**The form is split into six sections:**

- **Section 1: Essential Information, Assessments, Reports and Information**
- **Section 2: Views, Interests and Aspirations. All about \*\***
- **Section 3 : \*\* needs**
- **Section 4: Progress, Assessments and Current Provision**
- **Section 5: Outcomes for \*\* and how you plan to achieve them**
- **Section 6: Consents**

This is a key document in gathering information which will enable the Local Authority to come to an informed decision as to whether to initiate an EHC Assessment.

**Please Note.** In addition to completing this form, the referral should be accompanied by evidence of provision made from Element 2 (Additional Support) Funding over three school terms. This could be in any form, but a Costed Provision Map Template is available on the Local Offer website.

The referral should also be accompanied by the Medical Questionnaire completed by the parent/carer or young person, where appropriate. If parents wish, the form can be returned in a sealed envelope.

All the necessary documents and guidance notes are available at

<http://www.wigan.gov.uk/educationhealthandcareplans>

### **Section 1: Essential Information, Assessments, Reports and Information**

In this section should be listed:

- Any assessments undertaken,
- Any reports from professionals involved with the child/young person,
- Details of referrals to any outside agencies, and how this has been used to support the child/young person.

Copies of assessment results, reports, referrals and information on provision and any other relevant issues should be submitted with the referral form.

It is expected that any child/young person reaching this stage will have had involvement with a range of professionals and information on this should be included.

There may be reports, consultation minutes or information from educational psychologists, health and social care professionals or other agencies which provide other key information.

It is important for the EHC assessment to identify outcomes sought for the child/young person and reports should highlight these. For those professionals who wish to use it, there is a template “Professionals Summary”, which supports the development of outcome-focused reports.

## **Section 2: Views, Interests and Aspirations; All About \*\*:**

Through the graduated response to supporting pupils with additional needs, the referrer will have gathered information over time. This could have been during reviews, consultations and multi-agency meetings, so that this section reflects the information gathered from the range of people involved, but primarily, reflecting the views of the child/young person and their parents/carers. There is a guide available to completing this essential section.

### ***Personal Profile (All about me) –***

This is to gather personalised information about the child/young person. Where possible it is important to include the child/young person in any discussion, especially regarding what is important for them. You may also wish to record what the child/young person feels is important to them; this may be very different from what the adults feel.

With regards to important things to know about the family, it could include best times for meetings or times to avoid, family working commitments, transport availability. It is also an opportunity to share anything the family feel is relevant. **It is important to include information about any links the family may have to the armed forces.**

### ***Communication***

Please state how the child/young person prefers to communicate, how to communicate with them and how child/young person’s views have been sought, for example, verbally, Talking Mats, Assistive Technology.

### ***Parents’/Carers’ and Child’s/Young Person’s Views and Aspirations***

Parent/carer and child/young person views are an essential part of the application. Parent/carer views may relate to progress, desired outcomes, concerns and future aspirations. Parents/carers may wish to submit their views and additional information by letter to be attached to the referral. Please ensure that they are informed of this option. Child/young person views maybe gathered via observation

### ***Current Support -What is working / or needs to work better?***

Consider these across education, health and social care  
When considering ‘care’ consider outside of the setting and in the holidays

### ***Who is involved with \*\*?***

In this section list any professionals / agencies working with the child/young person and their family. Details should also include the reason for involvement i.e. physiotherapy programme; support to access social activities etc.

### **Section 3 \*\*'s Needs**

#### ***Background/Pen Portrait***

In this section the referrer is asked to give some background information and a brief description of the child's/young person.

#### ***Description of Needs***

In this section the referrer is asked to summarise the child's/young person's needs in each of the areas where they feel able to comment. It is vital to gather a holistic view of the needs across all three areas and information will be sought from other agencies before initiating the EHC Plan.

### **Section 4: Progress, Assessment and Current Provision**

#### ***Progress Information***

When completing the appropriate boxes, please be specific noting the band /P level/ attainment level within which the child is working. Alternatively, you may wish to attach a printout of tracking data. Please provide an explanation of your school's tracking data. This should include current attainment and the levels attained in the two previous years.

#### ***Current Provision***

Here the referrer is asked to describe in some detail the current, and the previous two terms' provision and programmes of support and the impact of these.

### **Section 5: Outcomes for \*\* and how you plan to achieve them.**

#### **What difference would an EHC Plan make?**

Here the referrer is asked to identify the outcomes that they are seeking for the child/young person together with the additional provision that they believe is needed to achieve those outcomes.

### **Section 6: Consents:**

#### ***Parents/Carers***

The referral can only be accepted with the parents' or carers' consent and signature.

It is important that they are aware that by signing the form they are agreeing to the gathering and sharing of information as detailed in the "Fair Processing Notice" which accompanies the referral form. Parents/Carers must be given a copy of the completed referral and the Fair Processing Notice.

Parents/Carers should also be made aware that a Key Worker may be appointed to support them through the process, should they require it.

Additional information, advice and support are also available from Wigan Special Educational Needs Disability Information Advice and Support Service (SENDIASS), whose contact details are as follows:

SENDIASS Manager Telephone: 01942 233323