

## - Guidance for Completion

**The referral form should be completed electronically and emailed to:** SENTeam@gateshead.gov.uk

**or posted to:** Pupil and Parent Services, Dryden Centre, Evistones Road, Gateshead, NE9 5UR.

**Note:** The form should only be emailed if the consent page has been signed and scanned, and should be from a secure email address.

The SEN Inclusion Panel Referral form must be completed if you are requesting one of the following:

1. Statutory Assessment
2. An ARMS placement
3. Additional resources for a young person at SA+  
**(Any additional resources agreed will be subject to time limitation and review)**

**Note:** Any requests for additional support for statemented pupils must be identified as a recommendation via the annual review process. The additional resources and outcomes form must also be completed.

The following table shows the relevant sections/additional documents that must be completed for each type of request. Please ensure that all relevant information has been completed and necessary documents are attached, otherwise this is likely to result in a delay in the request being processed.

## Completing the form

**All sections except 2, 9, 10, 14 and 15 must be completed for all referrals.**

**Complete the above mentioned sections under the following circumstances.**

<b>Section 2</b>	Only complete this section if an ARMS referral is being made
<b>Section 9</b>	Only complete this section if the child is pre/school or foundation stage.
<b>Section 10</b>	Only complete this section if the child is statutory school age.
<b>Section 14</b>	Only complete this section if the referral is for Statutory Assessment.
<b>Section 15</b>	Only complete this section if the referral is for an ARMS placement or for Additional Resources at School Action Plus.

## Documents to attach to your referral

**Please ensure that the documents identified below for each type of request are attached to the referral**

<b>Statutory Assessment</b>	Current and previous action/learning plans Nursery/Foundation stage profile if early years child. Provision map showing interventions and outcomes (if available) Other relevant documents eg CAF/reports from education and non educational services Additional resources and outcomes form
<b>ARMS placement</b>	Current and previous action/learning plans Nursery/Foundation stage profile if early years child. Other relevant documents eg CAF/reports from education and non educational services
<b>Additional resources for pupils at SA+</b>	Provision map (preferably costed) showing interventions and outcomes (if available) Current and previous action/learning plans Nursery/Foundation stage profile if early years child. Other relevant documents eg CAF/reports from education and non educational services Additional resources and outcomes form

# Further explanatory notes

## Section 6

### **AEN funding:**

For each type of request from schools, the current AEN (Additional Educational Needs) funding amount is required. This forms part of the schools' overall budget and should be used to provide resources for SEN pupils with statements and those at School Action/School Action Plus. This also relates to Early Years children.

If you are unsure what the figure is for your school, contact either your school budget officer or the SEN Monitoring Team (on 4338773/4338582) who should be able to provide this information.

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### **Provision in place at School Action and School Action Plus:**

It is important to provide as much information as possible in this section to allow the Inclusion Panel to make appropriate decisions about the request.

Please identify in detail the following:

Hours of support provided

The frequency of support

Period of time the support was provided eg. 6 weeks, one term

Was the support one to one, or as part of a group, if so how many pupils in the group?

Who provided this support eg, teacher, teaching assistant etc.?

What specific interventions were put in place?

What were the outcomes, was the intervention successful?

If you are using provision mapping, and it contains all of the required information, then a copy of your map for this young person would be very useful in providing this level of detail.