

Request for Support from Pupil Support Services

September – December 2024

Setting Support *Not Requiring Referral*

Solution Focused Hubs

Online forums for multidisciplinary teams to collaboratively solve SEND related problems, apply strategies and follow up in 6 weeks' time.



Professional Learning

Comprehensive training for enhancing skills and knowledge in SEND Supports.

Teacher Forums / Support Clinics

Engaging SEND sessions led by specialists. Explore focused topics, ask questions, gain peer insights, share experiences, and empower your teaching.

Advice & Guidance Line

Direct support from services offering expert advice and guidance for SEND issues.

Please state the date that the pupil's parent(s)/person(s) exercising parental responsibility agreed to have their child's SEN discussed with PPS:

AAIS:

The pupil has a diagnosis of ASD from either HSCT or a private diagnosis which has been ratified by the HSCT. Please attach diagnostic letter and the two most recently evaluated IEPs/PLPs. • AAISreferrals@eani.org.uk

In addition, they must also present with

- A) **Health and Safety Concerns:** Please attach your completed Risk Reduction Action Plan or Risk Management Plan.
OR
- B) **Significantly At-Risk Placement:** This should be documented in the pupil's Individual Education Plan (IEP) or Personal Learning Plan (PLP).

LCS:

The setting has completed available LCS/RISE or other relevant language courses and has implemented strategies/good practice. Pupil is presenting with a Developmental Language Disorder/ or language is the primary need. (e.g., language need is not part of a biomedical condition or moderate learning difficulty)

The child/young person is being significantly impacted by their language needs. **Evidence provided via 2 PLPs/IEPs.**

• LCSReferral@eani.org.uk

Evidence of language difficulties: For example, Speech and Language Therapy report/scores via HSCT, RISE NI, private SLT (with parental/carer permission.)

School supporting evidence of language difficulties, for example, Wellcomm assessment/Language Link/Talk Preschool Language Scale (PLS)/other relevant language assessments/screeners.

**Speech sound production is addressed via a qualified Speech and Language Therapist. Referrals may be made via local HSCT centres. **

**Newcomer children/young people will require evidence of exposure to English for at least 1 year, along with the evidence detailed above.*

SENIS SLD:

The pupil's primary need is 'cognition and learning' SLD. •DS InfoSenis.DS@eani.org.uk

Cognition & Learning attainment scores for Literacy and Numeracy are within the Severe Learning difficulties range ≤ 55 .

SENIS DS:

The pupil's primary need is Down Syndrome. •DS InfoSenis.DS@eani.org.uk

SENIS MLD:

The pupil's *primary need* is MLD and SENIS is the most appropriate Service at this time; **and**

Evidence of adaptive functioning difficulties and significant delay across a range of developmental areas **and**

Evidence included that relevant and purposeful measures have been exhausted by school staff, e.g. support from RISE NI, etc.; **and**

The pupil is not being referred to another Pupil Support Service.

Stage 2

Learning attainment scores for Literacy and Numeracy are within the Moderate Learning difficulties range ≤ 75 .

Pupils for whom MLD is their primary need and who have:

- A FSIQ/CAT/NRIT **and** two out of three Literacy attainments ≤ 75 **or** school standardised Literacy score e.g. PTE ≤ 75 ; **or**
- A FSIQ/CAT/NRIT **and** Mathematics **Composite or** school standardised Numeracy Score e.g. PTM score ≤ 75 .
- **NB:**
 - If a FSIQ *cannot be* calculated, then CAT/NRIT ≤ 75 ;
 - Acceptable Literacy scores include Early Reading Skills, Word Reading, Reading Comprehension and Spelling or School Standardised Literacy score must be ≤ 75 .
 - If a Mathematics Composite score cannot be calculated, then the School Standardised Numeracy score must be ≤ 75 .

Stage 3:

Referrals will be accepted *from the beginning of their P1 year*, only if attending a mainstream school and access to the Service is mentioned on child's Statement of Special Educational Needs, such as '*access to advice/support from SENIS (Cognition and Learning), as deemed appropriate*'.

Please email referrals to the MLD mailbox infoSenis.mld@eani.org.uk

PART 1: Please tick this box to indicate you have included all required supporting information (e.g. 2 recently evaluated PLPs/IEPs) ☐ **Incomplete forms will be returned**

PUPIL'S DETAILS

Name				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Address				Postcode	
DOB		Year Group		Attendance %	
School				Stage of COP	
Class Size		Number of additional adults in the class	–	Does the pupil access additional adult support	<input type="checkbox"/> Yes <input type="checkbox"/> No
SENCo Name				SENCo Email Address	
Child Looked After	<input type="checkbox"/> Yes <input type="checkbox"/> No	Care Order	<input type="checkbox"/> Yes <input type="checkbox"/> No	Overage Retention	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child's First Language					
Parent's First Language				Interpreter Required for Parent	<input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT(S)/PERSON(S) EXERCISING PARENTAL RESPONSIBILITY

List everyone who has parental responsibility for the child in accordance with the Children (NI) Order 1995.

	Name:		Relationship to Child:	
	Address			
	Contact No:		E-Mail Address	
	Name:		Relationship to Child:	
	Address			
	Contact No:		E-Mail Address	

Please rank only those SEN identified in the pupil's IEP/PLP (1, 2, 3 etc.) as per DE SEN Category <https://www.education-ni.gov.uk/publications/sen-and-medical-categories-guidance-schools>

DE SEN Category Descriptors	Code	Rank	DE SEN Category Descriptors	Code	Rank
Cognition & Learning	CL	–	Sensory (Visual/Hearing Impairment)	SE	–
Social, Behavioural, Emotional & Well-being	SBEW	–	Physical Needs	PN	–
Speech Language & Communication Needs	SLCN	–			

Medical Diagnosis if Relevant	PLEASE SELECT ▼ PLEASE SELECT ▼ PLEASE SELECT ▼
What outcome do you hope to achieve from this process?	
PART 2A	
<i>SCHOOL DO NOT NEED TO COMPLETE ANY RELEVANT SECTIONS IF INFORMATION IS ALREADY CONTAINED IN PLPS/IEPS</i>	
1. What are the pupils' views and strengths in relation to their SEN?	
School Notes	
2. What are the main barriers to learning /inclusion for this pupil?	
3. What strategies and approaches have been implemented for this pupil in line with a graduated response to the COP? Please comment if there is a Risk Assessment or Intimate Care Plan in place or if the child is on a reduced day/timetable.	
Which Strategies have worked:	

Which Strategies have not worked:

4. To your knowledge, what other professional services/agencies/EA services are or have been involved with the pupil? (give names and contact details if known)

PLEASE PROVIDE THE MOST RECENT STANDARDISED SCORES WHERE APPROPRIATE

Subject		Name of Test	Date of Testing	Age at Testing	Standardised Score
Cognitive					
Reading	Accuracy				
	Comprehension				
Spelling					
Mathematics					
Language					
Other					

ADDITIONAL RELEVANT TEST SCORES (including those provided by allied health professionals)

Developmental Area/Skill	Name of Test	Date of Testing	Age at Testing	Standardised Score	Age Equivalent

ADDITIONAL INFORMATION: (E.g. diagnostic checklists/baseline assessments)

PART 2B			
VIEWS OF PARENT(S)/PERSON(S) EXERCISING PARENTAL RESPONSIBILITY			
SCHOOL TO COMPLETE			
1. School has shared the content of this consultation with parent(s)/person(s) exercising parental responsibility. 2. School has obtained written consent from the parent(s)/person(s) exercising parental responsibility for involvement from a Pupil Support Service and has provided them with EA's Privacy Notice(s) relating to SEND Services. (School should retain completed consent form 'Parental consent for EA involvement' on Pupil's file: copy not required by EA)			<input type="checkbox"/> <input type="checkbox"/>
Signature of SENCo/School Staff:		Date	SELECT ▼
The school should retain this form with the pupil's SEN records and email a copy along with supporting evidence to the relevant Pupil Support Service: HARD COPY FORMS WILL NO LONGER BE ACCEPTED.			
<p style="text-align: center;">Data Protection Statement</p> <p>The personal information provided in this form (and any personal information collected or recorded by the Education Authority SEND Services) is required by EA to perform our statutory functions and responsibilities to support children and young people with Special Educational Needs and Disability. When EA collects or uses personal information, we are subject to the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.</p> <p>Whilst the School obtains consent from the parent(s)/person(s) exercising parental responsibility to the involvement of the SEND Services with the child or young person, the lawful basis for the processing of personal information arising from such involvement and/or in relation to the statutory assessment of children and young people's educational needs (including making and maintaining statements of special educational needs when appropriate) is Public Task (not Consent), as the processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in EA. EA's additional condition for the processing by SEND Services of special categories of personal data (e.g. information relating to health or racial/ethnic origin) is that there is a Substantial Public Interest in doing so in the performance of statutory functions.</p> <p>In order to perform EA's statutory functions and responsibilities in relation to the provision of support for children and young people with Special Educational Need (SEN), the EA services involved in providing such support may need to process personal data collected or recorded by other EA services. For example, where requests for statutory assessment of children and young people's educational needs are received (or when making and maintaining statements of special educational needs), EA's Statutory Assessment and Review Service will need to consider any relevant personal data collected or recorded by other EA services that have been involved with the child / young person in order to perform EA's statutory functions and responsibilities</p>			

in this respect.

It is important to note that we may need to share the personal information you provide us with on this form (and any personal information collected or recorded by the SEND Services) with other professionals involved with your children and young people, such as your child's school / education setting, Health and Social Care Trusts, the Public Health Authority and any other medical practitioners and agencies involved with your child, for the purposes referred to in this statement.

We have published a detailed Privacy Notice relating to SEND Services. We have also published a Child-Friendly Privacy Notice relating to SEND Services. These Privacy Notices are both available on our website at <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> or can be requested by calling 028 8241 1300 or by emailing dpo@eani.org.uk.