

Using specialist services to support individual case concerns in school

The following are some typical queries that the services receive. We have endeavoured to provide you with a quick guide as to how best to utilise the services in each instance. AT means Advisory Teacher, EP is Educational Psychologist. Every school has a link AT & EP, please use them for all your general queries as well as where specifically advised below.

Both EPs and ATs are here to **support your graduated response** as part of your assess, plan, do, review (ADPR) process. Neither service is a gatekeeping service to an education, health and care needs assessment (EHCNA). However, the Code of Practice is clear that **before making a submission for an EHCNA you should have used your best endeavours to understand and meet the needs of students utilising advice from available specialist services**. Where this is done robustly it contributes to better decision making where submissions are made and more robust EHC plans.

We have a range of offers. This may sometimes be a traditional assessment with a written report but advice can also be provided in other ways dependent on the particular case context. Hopefully the information below will help to direct you to the best part of the offer in a variety of different situations.

I have some emerging concerns about a child or there are some emerging changes

- Invite EP or AT to attend a PCR (review meeting)
- Discuss in an AT surgery
- **speak to your link AT/EP** for advice

I have a new child I am concerned about or an existing child where concerns have become more significant

- Make an osss enquiry to the EP where there is a general concern around needs (e.g. you're not sure what they are), or needs appear complex / multiple
- Make an osss enquiry to the AT where concerns are specifically curriculum based, relate to social communication/autism or are in relation to process and / or classroom practice

A parent is concerned that their child may require an education, health and care needs assessment but you're not sure that is the next step

- Book an EP consultation for setting and parent to attend together
- If not available make an enquiry to the EP service to arrange an in school consultation

We feel we have put everything into place, its working but we're not sure we can maintain it within school resources

- If there is already specialist service involvement invite your AT/EP to a PCR (review meeting)
- If no involvement **speak to your link AT/EP** for advice

We feel we have put everything into place and things are not improving

- If there is already specialist service involvement invite your AT/EP to a PCR
- If no involvement **speak to your link AT/EP** for advice

We are a bit stuck with what next steps to take or are not really sure what it is we need to know

- **Speak to your link AT/EP**
- Book a solution circle
- Book an EP consultation

A health professional has told us we need involvement from the EP

- If there is already specialist service involvement invite your AT/EP to a PCR (review meeting)
- If no involvement speak to your link AT/EP for advice

We have a child with an EHCP and are concerned we are not able to meet their needs and / or their plan is no longer relevant

- Hold an Annual Review / discuss with the SEND officer
- Plan ahead and **speak to your link AT/EP** about whether there is a role for them either before or during the review (at least **6-8 weeks notice is needed**)

We have a child who is at risk of exclusion

- Complete the LAs paperwork for consideration of this at a multi-agency meeting held weekly (Please contact Inclusion team)

We have a lot of children we are concerned about and are not sure how best to prioritise them in terms of service involvement

- **Contact your link AT/EP** who can arrange a catch up to support you with this
- If you have an upcoming AT surgery consider using this
- Consider if you can utilise the different parts of the offers for different children

We want to keep this information relevant so if you think of other scenarios you would appreciate signposting for, please let us know via the QR code below and we will update this document periodically.

Scenarios to add to the specialist services guide for schools

