|  |  |  |
| --- | --- | --- |
| **Prior to completing this form, please complete the pre-referral checklist below; these strategies may assist reintegration into school and make the referral unnecessary.** |  |  |
| **Action** *(can be in any order)* | **Date(s)** | **Outcome (cells can be expanded)** |
| The school’s own Medical Needs policy[[1]](#footnote-1) checked and all procedures followed. |  |  |
| Contact health professionals to seek advice. E.g.:  School nurse via [Just One](https://www.justonenorfolk.nhs.uk/our-services/healthy-child-programme-services-5-19) for phone advice **0300 300 0123** or referral for an attendance health check. Use of the [Joint Protocol](https://www.norfolklscb.org/about/policies-procedures/5-27-joint-protocol-between-health-services-schools-in-respect-of-the-management-of-pupil-absence-from-school-when-medical-reasons-are-cited/) to contact either specialist health professional **or** GP |  |  |
| Meeting with parent/carer |  |  |
| Individual healthcare plan if appropriate (templates available at [Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) |  |  |
| SENCO assessment if SEND identified |  |  |
| [SEN Support Guidance](https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-training-0-25/special-educational-provision-we-expect) checked for potential strategies (consult this guidance for strategies even if young person does not have diagnosed SEND) |  |  |
| [Mental Health and Behaviour in schools](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2) guidance checked (if appropriate) |  |  |
| How has the notional £6,000 SEN funding been used to support this child as per the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25) (find your school’s SEND budget [here](https://csapps.norfolk.gov.uk/BudgetShare/default.aspx)). |  |  |
| Use of additional funding to support provision [High needs Element 3 funding - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/school-finance/send-funding/high-needs-element-3-funding) |  |  |
| Inclusion Helpline if the young person has SEND 01603 307736 |  |  |
| Has a referral to a Specialist Resource Base [SRB] been considered? Further information on types of SRB and referral criteria can be found at [Referral criteria and pupil profile - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-needs/special-educational-needs-and-disabilities/send-provision-services/specialist-resource-bases-srbs/referral-criteria-and-pupil-profile) |  |  |
| Provision of key-worker/access to a preferred staff member |  |  |
| Attendance action plan |  |  |
| Safe space/break-out room/ Time-out card/exit strategy |  |  |
| Temporary reduced timetable (give details); see [LA guidance](https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/school-attendance/toolkit/reduced-timetables-guidance) |  |  |
| Reduced exam offer (KS4-5 only) |  |  |
| Outreach support/use of Alternative Provision – use of off-site education (give details). Please check [Alternative Provision directory](https://www.schools.norfolk.gov.uk/pupil-needs/special-educational-needs-and-disabilities/unregulated-alternative-provision-templates) for options and guidance. |  |  |
| Provision of online learning (give details) |  |  |
| *Other – please describe* |  |  |

1. See model policy at [Medical needs service - Schools (norfolk.gov.uk)](https://www.schools.norfolk.gov.uk/pupil-needs/health-needs/medical-needs-service) [↑](#footnote-ref-1)