



Advice on completing a SEIPS Referral Form

The Referral form is designed to:

1. Capture all the information that the Partnerships and other agencies need to enable them to offer useful advice and to target support effectively.
2. Provide Partnerships, their partner schools and the LA with the data that is needed to secure accountability.
3. Help academies, colleges and schools to think as systematically as possible about often complex young people.

A key section of the Referral Form asks you to:

1. Describe the student's characteristics and behaviours that have led to the referral;
2. Share with us the views you have formed to explain these characteristics and behaviours;
3. Let us know what steps you have taken already to address the student's needs;
4. Tell us which of these seem to be working and which are not.

As you complete the form we ask that you consider:

1. Where the student is on the continuum of need;
2. Whether your school has made all the reasonable adjustments and best endeavours that might be expected to sustain the student in school.

To help you judge where the child is we strongly recommend that you review the document

"SEIPS Continuum of Support for Behaviour"

To help you judge whether your school has made all the reasonable adjustments and best endeavours in support of the student we strongly recommend that you review the document

LINKS TO THESE DOCUMENTS ARE ON THE SEIPS WEBSITE "MAKING A REFERRAL PAGE"

["Guidance for EHC Needs assessment/EHCP/top-up funding; Social, Emotional and Mental Health. Guidance for meeting needs through a graduated response"](#)

Additional Requirements

Templates for documents that are required to be submitted with the Referral Form are on the [Making a Referral](#) web page

Submitting the Referral Form

You may be able to submit a completed form direct to your local Partnership if their fund holding school has set up the web based system

If you have used the downloadable form, please send it via secure email to your Local Partnership.

Admin email addresses are on the footer of each web page on the SEIPS web site.

Submit using a secure email or via Anycomms. A link to Egress secure emails is on the Making a Referral Page.

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