



*Tonbridge and Malling SLTS*

**LIFT**

**PROTOCOLS & PROCESSES FOR  
REFERRALS**

School Age SENCo Forum  
Presented by: Mrs Judi Beggs

14 May 2019

# SEN identification and classification

The definition of **SEN** in the SEND Code of Practice:

*"A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.*

*A child of compulsory school age or a young person has a learning difficulty or disability if he or she:*

*Has a **significantly greater difficulty in learning** than the majority of others of the same age, or*

*Has a disability which **prevents or hinders** him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions."*

# SEN identification and classification

## Tiers of SEND:

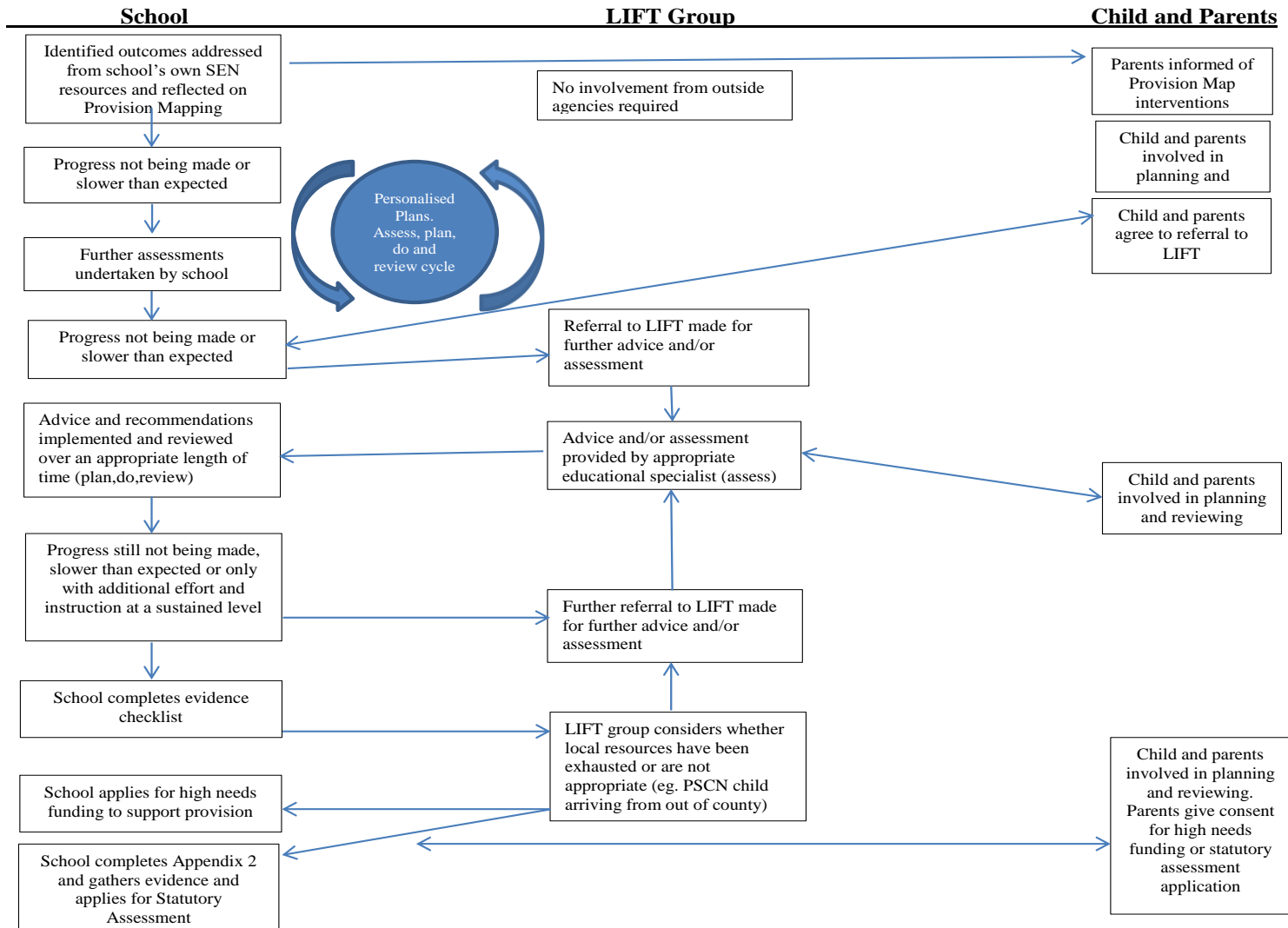
1. SEN concern: internal school support and tracking through Provision Mapping
2. SEN support: Personalised Plans in place; external support required and accessed through referrals to e.g. health, LIFT, EP. HNF can be applied for.

## CYP placed on SEN register

*"SEN support is intensive and personalised intervention which is required to enable the child/young person (CYP) to be engaged in learning. It will usually involve significant amounts of resource from the educational setting (approaching, or in a minority of cases exceeding, the nationally prescribed threshold for schools (£6000) and colleges). Each CYP identified as SEN Support will have Outcomes which have been agreed through a process of collaboration and discussion. A personalised programme of support will be devised and be reviewed and adjusted frequently (at least three times per year) with close CYP and/or parental involvement."*

3. EHCP: Provision Plans. HNF can be applied for

# SEND flowchart



# LIFT REFERRALS

Before considering a LIFT referral please ensure that you have consulted the SEND flow chart and that the following criteria have been met:

- The CYP is at SEN support status
- A Personalised Plan is in place and has been reviewed at least twice
- Parents are aware of school concerns, their child's SEND status and have completed the 'Agreement to engage' form.

## LIFT REFERRALS continued...

- Additional evidence such as in-house assessments, health reports or Early Help information is available to support the referral
- Other avenues of support have been exhausted e.g. STLS surgeries, SENCO collaborations. These are good forums for general signposting and support and ideas
- LIFT referrals need to be sent into the Senior Administration Assistant, Claire Foley ([Claire.foley@stls.nexusschool.org.uk](mailto:Claire.foley@stls.nexusschool.org.uk)) at least 1 week before your LIFT meeting.

## LIFT REFERRALS continued...

- If you are unable to make your allocated LIFT meeting or have an emergency referral, please contact Claire who will add you another LIFT group's agenda.
- A maximum of 3 referrals per school per LIFT meeting will be accepted. EHCP's are included in this quota
- All paperwork and referral requirements are available on Kelsi <https://www.kelsi.org.uk/special-education-needs/special-educational-needs/local-inclusion-forum-teams>

\*LIFT referrals that do not meet the above criteria will not be heard at the LIFT meeting.

## LIFT REFERRALS continued...

LIFT meetings follow a **Solution Focused** approach, where you are firstly asked to *pose a question* and then a give a brief background to the referral. Your colleagues and the professionals will then be given opportunity to ask *clarifying questions*. Colleagues and professionals will then offer *ideas, strategies and examples of practice* that may be useful in your support for your CYP. The referral *outcomes will then be clarified* by the meeting Chair.



# EHCP applications

- EHCP application to be considered by school when the CYP needs can no longer be met within a mainstream setting and specialist support and environment are required. An Appendix 2 is completed by school detailing all the intervention and evidence.

# EHCP applications

- An Evidence checklist

[https://www.kelsi.org.uk/\\_data/assets/word\\_doc/0011/43697/KCC-Criteria-for-statutory-EHC-assessment-Evidence-Checklist.docx](https://www.kelsi.org.uk/_data/assets/word_doc/0011/43697/KCC-Criteria-for-statutory-EHC-assessment-Evidence-Checklist.docx)), Parental consent form and

LIFT Summary sheet are presented to the LIFT meeting to agree that there is sufficient evidence and grounds for an EHCP application/request for statutory assessment. The LIFT outcome sheet (sent out by Claire F) following this meeting is attached to your request application and sent to

[SENWest@kent.gov.uk](mailto:SENWest@kent.gov.uk)