



Schools and Families Specialist Services

Request for Involvement

Pupil Name:	Gender:	PLASC	Funding
School:	DOB:	LAC? If yes Authority:	EHCP?
Family of schools:	Year Group:	EAL? If yes, please state additional language spoken: Less than 2 years? Proficiency code: ABCDE or not known?	
SENCo/Referrer Name:			
Email:		Phone N°:	
SFSS link processing form:			
Date of Request:	Staff from school/agency who sought parental consent for request: <i>Please note that by signing this form you are confirming that you have obtained all required parental or carer consents and have authority to sign.</i>		
Via Springboard <input type="checkbox"/> Other source (please state):	Name:	Role:	Signature:
Why is involvement being requested?			
What type of support is being requested?			

Supporting documentation:

Please attach the most *pertinent* from the options below, to provide details of **pupil need, progress and provision**:

HLN/AFN Form
(Sufficient if available)
Progress data

CAF/EHAF

Provision Map & Review/
SEND Support Plan

Assessments available

Reports from other agencies (please list):

Other information (please list):

After Springboard,
request passed to:

Name:

Team:

ASC & Com

Sensory

E Years / KS1

Cog & L

Additional information: (school context, prior knowledge, reports/observations attached etc):

(This section to be completed by a member of the SFSS team from whom support is being requested).

Staff comment for panel:

Decision:

SFSS Staff Guidance for Request for Involvement

- Form to be completed initially for the Family Springboard or when contingency request is made.
- Supporting documentation is a suggested list. Schools should not be expected or encouraged to provide all those listed. HLN/AFN bid if available should be sufficient. Where that is not available, please select the most pertinent, ensuring information is collected regarding:
 - pupil strengths and needs
 - progress
 - provision
- Form to be sent to relevant team's Senior Practitioner with supporting documentation available.
- Once the school have had two prompts or reminders to forward any supporting information by the link teacher, the request form should be passed to the Senior Practitioner of the team requested. The Senior Practitioner will then decide whether there is sufficient information to proceed with the request.
- When the appropriate team receive the request they will complete the last part of the form. If they have additional information, this will be added and should the form need further clarification, they will contact the school.
- School to sign to confirm parental consent for request has been sought, prior to being brought to springboard/ panel.
- Full consent for involvement to be completed once involvement has been agreed by panel and will be sent out with acknowledgement letter.