

SINGLE POINT REFERRAL

# FORM COMPLETION GUIDANCE

SPRING 2019

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 [www.eat.uk.com](http://www.eat.uk.com)

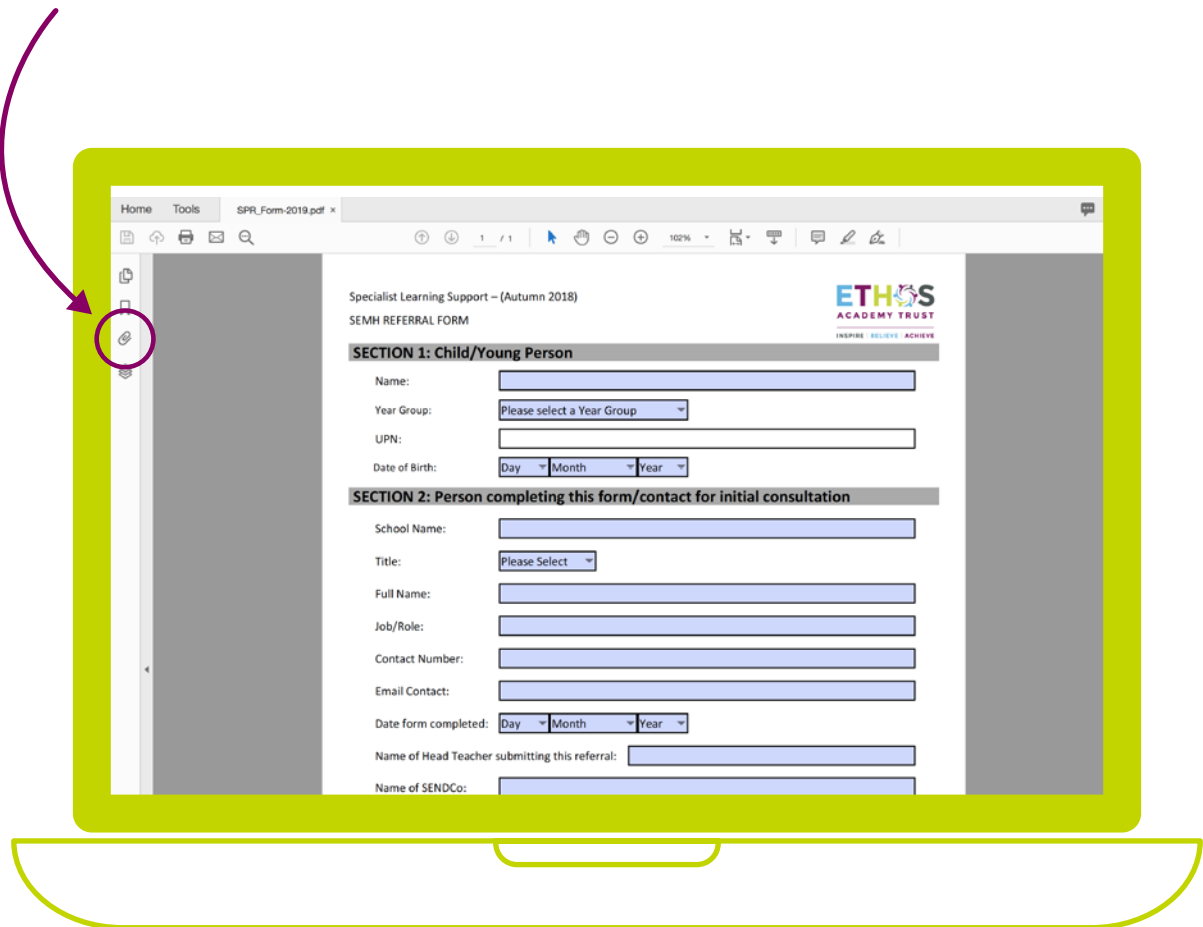
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# Preparation

- Download the form from: [www.eat.uk.com/about/single-point-referral-process/](http://www.eat.uk.com/about/single-point-referral-process/)

- Save the form and open it in Adobe

- Click on the attachment symbol in the left-hand pane (paperclip icon) to enable you to see subsequent attachments.



## Section 1: Child/Young Person

- Populate text boxes.
- Populate “Year Group” and “Date of Birth” using the drop-down menus.

## Section 2: Person completing this form

- Populate text boxes.
- Populate “Title” and “Date Form Completed” using the drop-down menus.

## Section 3: Specialist Learning Support required

- Hovering over the question mark will help you in deciding what type of support to pick from the first drop-down menu.
- Selecting “Whole School Support” will produce one further drop-down menu; selecting “Person Centred Support” will produce two.

## Section 4: Additional Needs

- “Click to attach” enables you to upload an existing file in the usual way. You will see your attached document appear in the left-hand pane.
- Populate the “aims of referral” and “reason for referral” text boxes.

## Section 5: Integrated working

- “Click to attach” enables you to upload an existing file in the usual way. Names, addresses and telephone numbers are essential in this section.
- Check the appropriate box(es) once you have added attachment(s).

## Section 6: Parent/Carer & Child Views

- Follow the link to the EAT website to download blank ‘views’ forms for uploading in the usual way.

## Section 7: Pupil-Level Data

- Attach the child's most recent school report and attainment data. It is crucial that these documents are the most recent records of the child's data, irrespective of how old they are.
- Check the appropriate box(es) once you have added attachment(s).
- Populate the four numeral boxes regarding exclusion data.
- Populate "FSM", "PP" "disability" and "SEN stage" using the drop-down menus.
- Explain how PP funding has been used (where PP has been identified in the drop-down menu) in the text box.
- Describe the child's disability (where disability has been identified in the drop-down menu) in the text box.

## Consents For Referral

- Hovering over the question mark outlines the need for informed consent.
- Check the boxes to state consents have been given.

## Making the referral

- Save the completed form securely and send to the panel using AnyComms. To submit via Anycomms (<https://sst.kirklees.gov.uk/Login.aspx>) - documents will need to be passed to a member of office staff who have an Anycomms log in.
- Click on '**Upload File(s) to the Local Authority**'
- Click on '**Browse**' and upload relevant file
- From the '**File Type**' drop down list choose '**Single Point Referral**'. It should then automatically put 'Inclusion' in the 'Service' drop down.
- You can enter a description of the file or a comment in the 'Description' box
- Click on '**Upload All Files**' to send.



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