

**Loyne Specialist School - School to School Support
Referral Form**

Contact: Julia Middleton
Loyne Specialist School, Sefton Drive, Lancaster, LA1 2QD
Tel: 01524 64543 Email: S2S@loyne.lancs.sch.uk

Name of School			
Name of SENCO			
SENCO's email address			
Telephone Number		Best day/time for initial introductory phone call	

Name of pupil		D.O.B		Year Group	
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Brief description of pupil (Indication of attainment in literacy & numeracy, concentration, social interactions, behaviour etc.) *please attach any relevant documentation e.g. EHCP, most recent Annual Review etc.	
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Reason for Referral	
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Details of support required e.g. Specialist Teacher involvement (observation, discussion, advice, written report, attendance at Annual Review), support with curriculum differentiation, recording of pupils work, support from our in-house speech & language therapist (for pupils not known to the NHS team) – see outreach leaflet detailing support available	
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Approximate number of hours requested per term	
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Is this support required across the year	
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Other professionals currently involved	Name	Designation

Parental Consent obtained	Yes / No
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Headteacher / SENCO signature	
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Please send completed referral forms to: S2S@loyne.lancs.sch.uk. Following receipt on the above document you will receive an introductory phone-call from a member of our outreach team to schedule an initial meeting which will include confirmation of support required and plan subsequent outreach appointments. You will also receive the Service Level Agreement to sign and return to us before any outreach work commences.