

SCOS Referral Process

SENCO

SENCO completes SCOS referral form. Signed parental input/consent form is included. Completed forms are sent to Assistant SCOS Coordinator

ASSISTANT SCOS COORDINATOR

Assistant Coordinator checks information provided on the form along with parental consent. SCOS Coordinator is consulted if referral appears to not match SCOS criteria for involvement

SCOS Coordinator consulted on referrals which do not appear to match SCOS. Follow up action includes contacting school and other agencies involved.

School is contacted and the referral put on hold if parental consent form has not been provided

New referrals are allocated an outreach worker who is given the pupil information. The pupil is entered on the SCOS data base.

SENCO & School ASD Lead is notified by E Mail of allocated outreach worker and coordinate action from SCOS advice in reports

Parents receive via post a SCOS information leaflet and a letter identifying the allocated outreach worker.