

Request for Involvement by Integrated Services – Specialist Support

Guidance for completion

This form may be used by a range of colleagues who wish to involve the Specialist Support Teams with a particular pupil. A pupil being brought to our attention because he or she has a special educational need will be at School Action Plus or have a Statement of SEN. However some colleagues will request the Medical Education Team's involvement because the pupil is, or is expected to be, unable to attend school due to a medical condition, pregnancy or has recently had a baby. In such cases the pupil may or may not have a special education need. Please see **Section G** and **Section H** below for further information.

Some colleagues may want to indicate that they want more than one Team within Specialist Support to become involved with a particular pupil. In such cases please ensure you have indicated the relevant Teams and completed the relevant sections on the reverse. We recognise that there is little space on the form to write descriptions but please feel free to provide additional sheets of information if it will enhance our understanding of the needs of the pupil.

Section G - Pupil has a medical condition which is preventing or will prevent attendance

Colleagues in schools are specifically urged to refer to the DfCSF Statutory Guidance "Access to Education" published in November 2001. It is important that the Medical Education Team (MET) receive a letter or a copy of a letter from the pupil's medical consultant which confirms a diagnosis, the fact that this will result in an absence from school and preferably a description of the consequences for the pupil (such as any sensory or physical impairment, predisposition to fatigue or poor concentration, any special arrangement for the physical environment for the pupil, prognosis and time-scale).

For support for a pupil with a pregnancy-related illness, please read Section H below before continuing. For our involvement beyond the 18 weeks described in Section H we will require evidence from the pupil's Primary Health Care Team such as the G.P, Practice Nurse, Health Visitor and Community Midwife that the pupil has an illness (pregnancy related) which is preventing attendance at school. If MET has been involved with the pupil during the pregnancy then, to ensure continuity of support and to ease communication, MET staff will undertake to acquire this evidence. We will of course keep the school fully informed of our continuing involvement, which will now be in accordance with "Access to Education".

Section H - Pupil is pregnant or has recently become a mother

Colleagues in schools are specifically urged to refer to the DfCSF document "Guidance on the Education of School Aged Parents" published in October 2001. It is important that the Medical Education Team receive a letter or a copy of a letter from the pupil's G.P. or midwife confirming the pregnancy and date or expected date of delivery. MET can provide educational support for up to 18 (eighteen) weeks of absence from school around the date of delivery.

Confirmation of permission from parents / carers

It is crucial that you are able to confirm that the pupil's parents or carers (please delete as appropriate) have given permission for our involvement.

The pupil's ethnic background

You may be aware that the DfCSF has introduced new ethnic categories which match those used in the national census of 2001. They are reproduced below.

White

- ◆ *British*
- ◆ *Irish*
- ◆ *Traveller of Irish Heritage*
- ◆ *Gypsy / Roma*
- ◆ *Any other White background*

Mixed

- ◆ *White and Black Caribbean*
- ◆ *White and Black African*
- ◆ *White and Asian*

Any other mixed background

Any other ethnic background

Any questions?

Asian or Asian British

- ◆ *Indian*
- ◆ *Pakistani*
- ◆ *Bangladeshi*
- ◆ *Any other Asian background*

Black or Black British

- ◆ *Caribbean*
- ◆ *African*
- ◆ *Any other Black background*

Chinese