

TIER 4 REFERRAL PROCESS

DSPL Tier 4 Referral form sent from school to [admin.acorn@warrendell.herts.sch.uk](mailto:admin.acorn@warrendell.herts.sch.uk) by specified closing date. All forms to be signed and password protected and to include all relevant evidence e.g. anxiety map, risk reduction management plan and Assess, Plan, Do, Review.

**NB: Any referrals received after the closing date will not be considered until the following panel meeting**

Email acknowledgement and info sheets sent to school

Outcome of panel meeting and SDQ sent by post/email to school & family within two weeks

Initial meeting with the child's family & school arranged by designated BSP.

- **Role Explained**
- **Acorn Support and Thrive Approach to be discussed.**
- **Identify key contact at School and DSP's**
- **3 keys areas identified by school & BSP to support the child**
- **New Starter paperwork completed**
- **Future meetings diarised (6 week & 12 week)**

10 – 12 week Outreach support Programme to be implemented by BSP

6-week review Meeting – If child doesn't already have one, School need to have started proceedings for an EHCP if relevant.

Week One – BSP observation week and feedback given to key contact

10-12 week review meeting with family & school to discuss next steps

Weekly email update sent to school

Outreach support end and child is supported by school

Child is moved to Inreach support at the Acorn Centre or Thrive Hub

Additional outreach support: 10-12 weeks