

HOLY TRINITY CATHOLIC ACADEMY**NEURODEVELOPMENT SUPPORT TEAM REFERRAL GRADUATED RESPONSE
FLOW CHART
(FOR GTKY FORM COMPLETION)**

1.	Parent or teacher raises concerns about child
2.	Initial Parent / Teacher meeting held
3.	Class Aware form completion or Pupil Passport created depending on need; strategies implemented and reviewed for at least 2 terms <ul style="list-style-type: none">- Teacher to update / seek advice from SENCO as needed- Update SEND register / provision mapping as needed
4.	Follow up Parent / Teacher meeting (could be Parents' Evening) <ul style="list-style-type: none">- Teacher to pass GTKY form information to parent- Advise parents to return this within 6 weeks- Teacher completes GTKY Referral spreadsheet overview with dates of meeting- Teacher advises SENCO that paperwork has been passed on- Teacher requests meeting with SENCO to complete school form
5.	Teacher / SENCO meeting takes place to complete school information <ul style="list-style-type: none">- SENCO / Teacher completes date of meeting on referral spreadsheet
6.	Parents return form to class teacher <ul style="list-style-type: none">- Teacher passes completed paperwork to SENCO- Teacher updated spreadsheet with date of receipt of paperwork to SENCO-
7.	SENCO updates the online form with the parental information within the term of receipt (ie 8- 10 weeks of receipt) <ul style="list-style-type: none">- SENCO dates completion of online form on spreadsheet
8.	SENCO contacts parent to confirm GTKY form completion
9.	SENCO awaits receipt information etc from the NST and updates spreadsheet dates <ul style="list-style-type: none">- SENCO liaises with parents as needed regarding parental workshops etc that can be accessed in the interim period- SENCO updates teacher with outcomes received to date- Teacher and SENCO review progress of child in line with the SEND assess, do, review cycle- SENCO / teacher liaise with external agencies for support as needed