

To make a referral to the RPT Occupational Therapy Department*, please follow this link: <https://forms.gle/3hE7VMEfAPXQxkHK8>

** for pupils who do not have OT contacts specified in Section F of their EHCP*

APPENDIX A: Occupational Therapy Referral Process

Step	Details	When
Making a referral ↓	A referral can be made by a parent/carer or a member of the school team by completing the referral form (see link above)	At any time during the school year ¹
Consent for assessment ↓	Following a referral, an Occupational Therapist will contact the parent/carer to: • discuss the referral in more detail • gain parental consent for assessment and input	Within 4 working weeks of referral being submitted
Assessment ↓	The Occupational Therapist carries out an assessment of the pupil's needs. This may include: • gathering of additional information from teaching staff or parents/carers • observations of pupil in their natural environments (e.g. classroom, lunchtime, playground) • 1:1 work with the pupil • a short block of input (e.g. targeted strategies or interventions) where appropriate	Once parental consent has been given
Outcome of assessment	The Occupational Therapist determines the most suitable level of ongoing support ² , either: ○ admittance to the OT caseload OR ○ continuation on the Universal Pathway A letter outlining the Occupational Therapist's decision and recommendations is shared with the parent/carer.	By the pupil's next annual review ³ or by the end of the academic year ⁴

¹ where pupil being referred has been on roll at a Rise Partnership Trust school for at least one half-term

² please see service delivery model for more information on universal pathway and OT caseload

³ where parent consent is obtained at least 8 working weeks before the annual review

⁴ where parent consent is obtained less than 8 weeks before the annual review, or where referral made after annual review