ST MARY'S COLLEGE

21st November 2022

Dear Parent/Carer,

Due to significant demand for referrals to be made to the Neurodiversity Team for ADHD or ASD assessment, we are writing to advise of our school procedure.

In order to begin the referral process we require a letter from your child's GP or CAMHS outlining why this referral has been requested. We will then send the parent/carer checklist home for you to complete.

Once the parent/carer checklist is returned to school, we will request that four teachers of your child and a member of his/her pastoral team observe for specific behaviours for a cycle of two terms.
When the two terms of observation are complete, we will ask the five key members of staff to complete the school section of the referral and will then send the completed referral to the Neurodiversity service.

Please be advised that due to demand and the need to gather two terms' worth of evidence there is currently a 6 month waiting list for us to complete referrals as a school. Additionally, we can only gather evidence for one condition (ASD/ ADHD) in each two term cycle.

Where there are very significant concerns regarding students' needs inside and outside of school it may be possible to complete the referral in a shorter timeframe if sufficient evidence is already in existence – these cases will be considered on an individual basis.

It is important to note that the current waiting list for assessment by The Neurodiversity Service is 3-4 years and this may not ultimately result in a diagnosis. As a school we can refer but only medical professionals can assess children and young people for ASD/ADHD.

Yours sincerely,

The SEND Team

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International School Award
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