

STLS SCHOOLS GUIDE TO LIFT

BEFORE completing a LIFT (Local Inclusion Forum Team) referral:

- ◆ Good & Outstanding teaching in class, as per Teachers' Standards 2012.
- ◆ If a teacher experiences difficulties they should discuss the pupils' needs with the SENCo/Inclusion Leader and look to the Mainstream Core Standards for advice and support and arrange a discussion with parents/carers.
- ◆ A minimum of 2 APDR (Assess, Plan, Do, Review) cycles is recommended.
- ◆ If barriers to the child's learning continue - SENCo/Inclusion Leader should consider LIFT.

The Referral Process:

- ◆ Ensure you make a note of deadlines for your group as stated on the LIFT schedule.
- ◆ LIFT paperwork should be completed alongside a discussion with parents/carers., who should be aware of the content of the referral.
- ◆ After reading the referral form, Parents/carers should be given both pages of the agreement to consent form to complete and sign.
- ◆ All boxes on page 1 are to be completed - Name/D.O.B/address etc
- ◆ Double check spellings of names & ensure D.O.B is correct.
- ◆ Check boxes can be highlighted to confirm option - for example:

SEN status:	SEN Support <input type="checkbox"/> Yes <input type="checkbox"/> No	Receiving HNF <input type="checkbox"/> Yes <input type="checkbox"/> No	EHCP <input type="checkbox"/> Yes <input type="checkbox"/> No
Current paperwork in place (please send paperwork with form)	Provision map <input type="checkbox"/>	Personalised / Provision Plan <input type="checkbox"/>	
	Risk assessment <input type="checkbox"/>	Pastoral Support Plan <input type="checkbox"/>	Personal Evacuation Emergency Plan <input type="checkbox"/>
Please select all that apply	New referral to LIFT <input type="checkbox"/>	Re-referral to LIFT within the last 12 months <input type="checkbox"/>	Discussion re possible SA/EHCP Application <input type="checkbox"/>
	Service child (parent/carer in armed forces) <input type="checkbox"/>	Child in Care <input type="checkbox"/>	In receipt of Pupil Premium <input type="checkbox"/>
	Low or non-attendance <input type="checkbox"/>	Currently on a reduced timetable <input type="checkbox"/>	Exclusion/s within the last 12 months <input type="checkbox"/>

- ◆ Page 2 - the primary need must be in NUMERICAL order as is stated on the form:

Identified and presenting needs							
Please put in numerical order the priority of need/s which the child/young person is presenting with. (Only the ones which are relevant)	ASD / SCD	SLCN	SEMH	C & L	PD / Medical	Sensory	Not sure

- ◆ Swear words should be starred out to avoid emails being selected for quarantine by the firewall.
- ◆ Equality Act 2010 should be taken into consideration when referring any protected characteristics.
- ◆ Supporting paperwork - Please do send a provision plan with the referral.
- ◆ Not required - full behaviour log, CPOMS history and under no circumstances should we receive child protection documentation ie, CIC plan from social services.
- ◆ If overwriting referral forms - please proof read. Check child's name & pronouns.
- ◆ Please do not password protect individual documents - add each file to a folder, zip the folder and password protect, then send that one folder via email.
- ◆ If you do not receive email confirmation to confirm receipt of your referral by the deadline, please contact us.
- ◆ Priority will be given to those schools in the relevant group and have sent complete referrals (unless the case is urgent and otherwise arranged.)
- ◆ LIFT referrals should be sent to: LIFT@STNS.ORG.UK - this email address has automatic replies switched on at all times so please take that as confirmation of receipt.
- ◆ Please direct any queries relating to the LIFT process to Emma Harrison: e.harrison@stns.org.uk
- ◆ All other queries can be emailed to Michayla Rapley: m.rapley@stns.org.uk (STLS Admin)

Final checklist for schools

1. Please ensure you have shared the request with parents/carers and that they have **completed and signed the "Agreement to Engage" part of the form** (It will not be possible to discuss the C/YP without the signed "Agreement to Engage" form)
2. Securely email/send the following with the completed LIFT request form and accompanying documents to your District STLS administrator (password protected)
 - **Personalised / provision plans /PSPs/Risk Assessments etc.** showing provision and strategies implemented and reviewed.
 - **Additional evidence or information** – e.g., medical/EP reports, pupil voice/communication passport, school stress survey, examples of writing/spelling, assessment results etc.

