

Understanding the Process

Referral	A school may decide to make a request for a CENMAC assessment when: School can access referral forms from SENCO support Southwark Schools Or request from cenmac@southwark.gov.uk	<ul style="list-style-type: none"> School has used its own resources and expertise to show what has already been tried / strategies put in place and then reviewed (e.g. IEP). Another professional (SaLT, OT, VI, HI, AST, EP) supports the referral or it is identified as possible provision in the CYP's EHC plan.
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2		<ul style="list-style-type: none"> A referral can be made for a CYP at SEN Support if an assistive technology assessment is deemed appropriate. (With evidence as above).
3	Fully complete the referral form - Do not leave any fields blank. Only send it to cenmac@southwark.gov.uk	<ul style="list-style-type: none"> A decision on whether a CENMAC assessment is agreed or not will be made by the LA within two weeks and a letter will be sent to the referrer.
4	If agreed the LA forwards the referral to CENMAC. CENMAC contact the school to arrange an initial assessment.	<ul style="list-style-type: none"> There must be a member of the teaching staff present for the initial assessment. Parents and other relevant professionals should be notified.
5		<ul style="list-style-type: none"> CENMAC sends their assessment report to the school and LA.
6	If not agreed the LA informs the referrer with the reason and advice and support offered.	<ul style="list-style-type: none"> School can re-refer at any time if there is sufficient evidence or change in circumstances.
Review	CENMAC, with school staff / parents, carry out a review of the CYP annually.	<ul style="list-style-type: none"> CENMAC completes its review form and sends it to the LA and school.
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8		<ul style="list-style-type: none"> Schools are required to comment on CENMAC involvement in the EHCP statutory Annual Review and attach both the CENMAC and school's review documents.
9	If CENMAC has concerns about the effective implementation of resources and/or advice it will raise them with the school and the LA.	<ul style="list-style-type: none"> Schools must immediately notify the LA if a CYP changes School / home address or no longer requires CENMAC. School may be liable to pay any outstanding balance if it is not reported.
Transition	CENMAC will support the CYP when transitioning to another setting.	<ul style="list-style-type: none"> Schools must inform the next setting about the CYP's use of CENMAC. Include your CENMAC teacher in any appropriate transition meetings or visits.
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