

Southwark's CENMAC Assistive Technology Service Process

Guidance for Southwark Schools and Settings

Understanding the Referral Process

The CENMAC Assistive Technology Service provides specialist assessment and advice for children and young people whose needs cannot be met through ordinarily available provision or standard accessibility tools, hardware and software.

Southwark operates a two-stage referral process to ensure referrals are considered consistently and specialist assessments are targeted where they are likely to have the greatest impact.

Stage 1 - Requesting a CENMAC Assessment

Before making a referral, schools and settings should review Southwark's CENMAC Assessment Criteria and ensure they can evidence:

- significant barriers to learning, communication, curriculum access or participation;
- strategies and interventions already implemented;
- use of existing school resources;
- consideration of standard accessibility tools and software;
- why specialist assistive technology advice is required.

Schools and settings should submit the Form 1 referral form with relevant supporting evidence, which may include:

- Educational Psychology reports;
- Speech and Language Therapy reports;
- Occupational Therapy reports;

- Vision or Hearing Support Service reports;
- EHCPs;
- Annual Review documentation;
- Graduated Response documentation;
- Individual Support Plans; and
- other relevant professional reports.

Parents/carers and the child or young person should be informed that a referral is being submitted.

Local Authority Decision

The Local Authority will review referrals against Southwark's CENMAC Assessment Criteria and will normally provide a decision within two weeks.

If agreed, the referral will progress to Stage 2 and be forwarded to CENMAC.

If not agreed, the referrer will receive written feedback outlining the rationale and any suggested next steps. A new referral may be submitted where additional evidence becomes available or circumstances change.

Stage 2 - Assessment Preparation

Where a referral is agreed, additional information (Form 2) will be requested by CENMAC to support assessment planning using the SETT (Student, Environment, Tasks and Tools) framework.

Once received, CENMAC will contact the school or setting to arrange the assessment. A member of staff familiar with the child or young person must be available to support the process.

Following Assessment

CENMAC will provide recommendations and advice to support implementation. Reports will be shared with the school or setting and the Local Authority.

Annual Review and Transition

Schools and settings should review CENMAC involvement within EHCP Annual Reviews and include the annual CENMAC report.

When a child or young person transitions to a new setting or key stage, continued CENMAC involvement is not automatic. The Local Authority will review the most recent CENMAC Annual

Review report alongside the school's or setting's Annual Review documentation to determine whether ongoing involvement remains appropriate.

This review will consider:

- the child or young person's current needs;
- progress since CENMAC involvement began;
- the support available within the receiving setting; and
- whether specialist assistive technology advice continues to be required.
- Schools should ensure Annual Review documentation clearly reflects current strengths, needs, use of assistive technology and any recommendations for future support.

Where continued involvement is agreed, CENMAC will work with the receiving setting to support transition. Where it is not agreed, the Local Authority will provide the rationale and any recommendations.

If you have any questions regarding the Southwark CENMAC process, please contact:
cenmac@southwark.gov.uk