

EMAT International New Arrival SEND Protocol

Family attend appointment with Ethnic Minority Achievement Team

- Complete admission form (or check if pre-completed)
- Complete Parental Interview Form
- Check/copy ID
- Request relevant paperwork (baptism certificate/SEN information/medical letters/school reports)
- Transition Class day assigned.
- If evidence of significant, complex health needs:
 - Signpost to GP Practice to request immediate Paediatric Assessment
 - Signpost to Children with Disabilities Team (579182). EMAT to support with Referral.



Within 1 week from above actions, EMAT to: Complete initial paperwork and safeguarding assessment. Documents scanned to Admissions (other departments where necessary).



If necessary, EMAT to liaise with Admissions team to arrange for translation (**estimated timescale for translation – 2 weeks depending upon volume and content**) certain educational/medical reports/documents believed to be critical to understanding the child's needs, into English (**via cost code** identified by Judi Libbey – Head of Resources) and Admissions/Inclusion & Assessment Team will liaise to discuss overview of needs as identified in existing reports and/or the translated reports. **Within 1 week or one week from receiving any translated documents** Admissions Team/Inclusion & Assessment Team, as agreed between the two teams for each individual case, to send letter sent to parents detailing local SEND advice/support/drop in and to notify parents of process being followed by Admissions/Inclusion & Assessment Team to consider parental preferences identify an appropriate educational provision to meet needs. Throughout this time, EMAT to provide weekly parental support including translation, cultural awareness regarding SEND, UK expectations regarding SEND support and introductions to VCS organisations to provide family support.



If necessary, Inclusion & Assessment Team Lead will discuss and agree with SEND International New Arrivals Teacher any request of joint visit by an EP/Rep from specialist setting or Hi/Vi specialist to the family in order to help provide more information on needs as part of process to identify an appropriate educational provision to meet needs. (**Professionals to be requested to report back on findings within 8 school weeks from the professional receiving a request. In the case of Ed Psychologist, a "request for involvement form"**)



Inclusion & Assessment Team to be requested to consider findings within one week to determine and to notify EMAT/family: whether it is necessary to ask Multi Agency Education Health and Care Panel to consider possible statutory assessment of education, health and social care needs as part of process to identify an appropriate educational provision to meet needs. As EHC assessment takes a max 20 weeks, consideration must be given to possible admission to mainstream during the assessment period. Placement on assessment in a specialist setting could be considered but due to ongoing high demand for places, this may not be possible as an option.



EMAT to engage with family as per Safeguarding review timescale. Management oversight every four weeks.

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Appendix 1 - Protocol for International New Arrivals with SEND

