TOP TIPS
for making a new referral to CENMAC

- Permission must be sought from the child or young person's home LA for funding before CENMAC can assess them, so think of this as a "grant" application and give as much information as you can. It will help the LA make a decision and CENMAC to arrive at the assessment well informed.
- Your completed form is sent to the LA as part of the request for funding so what you say is important.
- Please explain the difficulties the pupil is having and let us know what has already been tried.
- Complete the form as fully as possible.
- Make sure that the supporting information requested (EHCP, IEP, OT, SALT, VI, HI and handwriting/drawing sample as applicable) are included with the form. If any of the above are inappropriate, please say so on the form.
- If any of the supporting documents are password protected please remove the protection or you will need to include the password in your email.
- We are keen to pilot the use of RIX WIKIS as part of initial referrals. RIX WIKIS are a great way to collate video and media evidence securely over time. This is particularly helpful when working with children/young people who require technology for Augmentative or Alternative Communication (AAC). The WIKIS can help the child/young person share their strengths and abilities and document the evidence of progress when applying for AAC hub funding. Watch this video for a simple introduction to RIX WIKIS.
- If you would like to use a RIX WIKI or submit video as part of an application, please email us to let us know.