**CENMAC –Guidance for Schools**

**REFERRALS**

1. A school may decide to make a request for a CENMAC assessment when

* The child has been in the setting for a period of time (usually for at least ½ term)
* School has used its own resources, expertise to provide suitable hardware/software
* Another professional (EP,VI, AST, SaLT, OT) supports the referral or it is identified as possible provision in the child’s EHC plan

(In special circumstances a referral can be made for a child at SEN Support if it is considered that CENMAC support and provision would mean that an EHC plan isn’t required. It is advisable for the school to discuss with a member of the SEN Inclusion & Monitoring Team before submitting such a referral.)

1. School completes both Southwark’s & CENMAC’s referral forms and send to SEN via email [SEN@southwark.gov.uk](mailto:SEN@southwark.gov.uk)
2. Decision on whether CENMAC assessment is agreed will be made within two weeks
3. If agreed the referral is forwarded to CENMAC and the school informed
4. CENMAC contacts school to agree an assessment date
5. School ensures that SENCO/class teacher attends the initial assessment and that parents and other professionals are invited/informed
6. CENMAC sends a report to school and LA (via [SEN@southwark.gov.uk](mailto:SEN@southwark.gov.uk)) with its recommendations regarding equipment, category level, training opportunities
7. For children receiving more basic support and intervention (Categories A/B) the provision will be for 4 terms only while school staff are learning how to use the recommended resources and will make it an in house provision if felt to be effective
8. Provision will be reviewed annually for children receiving support and equipment loan at Categories C,D and E) by CENMAC, school and LA
9. If referral not agreed school is informed with reasons (eg insufficient evidence, forms incomplete, child not in setting for long enough) by the LA
10. School can re-refer to LA at any time if there is a change in circumstances

**REVIEWS**

1. CENMAC and schools carry out a joint review of the provision annually. It is expected that the SENCO and/or the class teacher attends the review.

1. Schools complete the LA’s review form and send it to [SEN@southwark.gov.uk](mailto:SEN@southwark.gov.uk) within 10 days of the review date
2. CENMAC completes its review form and sends it to LA and school
3. The LA reads and considers the review forms
4. If there are concerns/queries about the effectiveness of the provision this will be followed up with schools/CENMAC and funding may be ended
5. If CENMAC has concerns about the effective implementation of resources and/or advice it will raise them with the school and with the LA (via [SEN@southwark.gov.uk](mailto:SEN@southwark.gov.uk))
6. Schools are required to comment on CENMAC involvement in the statutory Annual Review form and attach both the CENMAC and school’s review documents.
7. Schools can advise SEN at any time if it no longer requires CENMAC support for a child via [SEN@southwark.gov.uk](mailto:SEN@southwark.gov.uk)
8. Schools must advise the LA (via EHC coordinator) if a child changes school or home address
9. All children currently on CENMAC’s books will need to go through the review process as described above from January 2017

**TRANSITION**

1. Any child with CENMAC intervention will be supported when transitioning to another setting
2. If the new school wishes the support to continue it will need to re-refer by the end of the Spring Term (or 2 terms after the child has transferred)