



Dear Parents/Carers

In recent months, we have seen an increase in the number of parents who have requested that school refer and diagnose children for such things as ADHD and Autism.

I write to you today to explain to you all in the spirit of transparency, so that everyone fully understands a school's role in such things.

Firstly, school does not diagnose such conditions. This has always been done by health professionals and will continue to be the case. Therefore, any child who shows any signs or traits can be referred to health professionals but school will only initiate a school referral if concerns are raised by us as professionals. We have seen an increase in parents requesting that we make a referral and today I am writing to inform you that these requests must come from you as parents via your GP and health professional. School will be a part of the process because we will be sent questionnaires to complete once the referral has been submitted. In summary, we will only be referring pupils where we, as a school, have worries or concerns due to what we see and experience in school.

I would also like to take this opportunity to also explain about requests for EHCPs (Education, Health and Care Plans). Applications again will only be made if school deem that one is required and all the criteria is met.

The majority of pupils with SEND do not require an EHCP. This is because their needs are being addressed with relatively low levels of support in school. I would also like to point out that a child with a diagnosis of ADHD or Autism does not automatically need or receive an EHCP.

School will only apply for a plan if a child is significantly behind where they need to be chronologically or where high levels of support are required, to name just two main factors.

It is Birmingham as a Local Authority that decides whether a child gets a Plan. This is not issued or decided upon by school. It is important that parents/carers are aware of this.

As I have said, school will only apply for an EHCP for a pupil with significant and complex needs or disability because their needs cannot be met by our usual school support and strategies.

Parents can also make a request for an Education Health and Care Plan assessment to be completed by contacting Birmingham Local Authority directly.

You can find details of Birmingham's local offer on our website in our SEND sections or via this link [www.localofferbirmingham.co.uk](http://www.localofferbirmingham.co.uk).

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**CHIVENOR**  
PRIMARY SCHOOL

As a school, we are incredibly proud of all that we offer all of our pupils but specifically our pupils with Special Educational Needs. We have a growing SEN department and support as well as a focus on training for all our staff to ensure we have quality first teaching in place to enable all pupils to achieve and make progress.

Should you wish to discuss any element of this letter please do not hesitate to contact me or any member of the Senior Team.

Kind regards

**Mrs L Guest**  
**Executive Head**