

Referrals Policy

Vision Support Team

The Vision Support Team takes referrals for Children and Young People aged 0-25 who:

- Have a vision impairment diagnosed by an Ophthalmologist.
- Display visual difficulties with accessing the curriculum and are under review by an Ophthalmologist and are awaiting a diagnosis.

The Team have an open referral policy, so we take referrals from Ophthalmology Departments, medical professionals, families, schools, settings, colleges and other professionals.

The following procedures operate during school term time:

Referrals for School-Aged Children and Young People (CYP)

1. When a referral is received, the Lead Qualified Teacher of the Visually Impaired (QTVI) will review the referral to determine if a full assessment is required or if verbal or written advice can be given. If further information is required the Lead QTVI will contact the referrer, parents or Ophthalmology department to help guide this decision.
2. If it is felt that the vision impairment does not meet criteria for an assessment and verbal, or written advice is appropriate this advice will be given/sent to the CYP's parents and school/setting and an acknowledgement letter will be sent to the referrer.
3. If the pupils' vision impairment meets criteria for an assessment, the referral is allocated to a QTVI.
4. Admin support will send a written acknowledgement letter to the referral agency, naming the allocated QTVI.
5. Admin support will also send a letter to the CYP's parents informing them of the name of the QTVI and requesting them to return a completed signed consent form.
6. The allocated QTVI will contact the setting/school within a working week of receiving the referral from the admin team. An appointment will be made which is convenient to the QTVI and the setting/school. Parents will be informed of this visit.
7. The QTVI will assess the pupil's needs and offer a support package if this is required. Following the initial assessment, a report with a vision management plan will be sent to parents and to the setting/school and the level of service involvement will be determined. Service level involvement is determined using Sensory Support eligibility criteria. The level of support is dependent upon the CYP's needs at any one time and is flexible to meet individual needs. For those CYP that do not

meet the eligibility criteria for ongoing visits, a traded package of support can be purchased by the school.

8. In exceptional circumstance, e.g. sudden onset of vision loss, late diagnosis of severe/ profound sight loss, we will prioritise a visit to the CYP.

Please note, in order for us to make a prompt response to any referrals, it is essential that we have the correct:

spelling of the child's full name, date of birth, address, parental phone number and name and phone number of the setting/ school.

Referrals for Pre-School Children

1. When a referral is received, the Lead Qualified Teacher of the Visually Impaired (QTVI) will review the referral to determine if a full assessment is required or if written advice can be given. If further information is required the Lead QTVI will contact the referrer, parents or Ophthalmology department to help guide this decision.
2. If it is felt that the vision impairment does not meet criteria for an assessment and verbal, or written advice is appropriate this advice will be given/sent to the CYP's parents and an acknowledgement letter will be sent to the referrer.
3. If the child's vision impairment meets criteria for an assessment, the referral is allocated to a QTVI.
2. Admin support will send a written acknowledgement letter to the referral agency, naming the QTVI.
3. Admin support will also send a letter to the CYP's parents informing them of the name of the QTVI and requesting them to return a completed signed consent form.
4. The QTVI will contact the family within a working week of receiving the referral from the admin team. An appointment will be made which is convenient to the QTVI and the family.
5. If the child is already supported by another SEND Service, then the QTVI will liaise with the relevant professionals and a joint visit will be arranged within 4 working weeks.
6. The QTVI will assess the child's need and offer a support package. Service level involvement is determined using Sensory Support eligibility criteria. The level of support is dependent upon the child's needs at any one time and whether other professionals are involved. The level of support is flexible to meet individual needs. For children who do not meet the criteria for ongoing support, the QTVI will provide written advice.
6. In exceptional circumstance e.g. sudden onset of vision loss, late diagnosis or parents who have emotional distress about their child's vision loss, we will ensure that a visit is prioritised.

Please note, in order for us to make a prompt response to any referrals, it is essential that we have the correct:

spelling of the child's full name, date of birth, address, parental phone number.