





To make a referral to the RPT Occupational Therapy Department\*,  
please follow this link: <https://forms.gle/3hE7VMEfAPXQxkHK8>

\* for pupils who do not have OT contacts specified in Section F of their EHCP

### APPENDIX A: Occupational Therapy Referral Process

Step	Details	When
<p><b>Making a referral</b></p> 	<p>A referral can be made by a parent/carer or a member of the school team by completing the referral form (see link above)</p>	<p>At any time during the school year</p>
<p><b>Consent for assessment</b></p> 	<p>Following a referral, an Occupational Therapist will contact the parent/carer to:</p> <ul style="list-style-type: none"> <li>• discuss the referral in more detail</li> <li>• gain parental consent for assessment and input</li> </ul>	<p>Within 4 working weeks of referral being submitted</p>
<p><b>Assessment</b></p> 	<p>The Occupational Therapist carries out an assessment of the pupil's needs. This may include:</p> <ul style="list-style-type: none"> <li>• gathering of additional information from teaching staff or parents/carers</li> <li>• observations of pupil in their natural environments (e.g. classroom, lunchtime, playground)</li> <li>• 1:1 work with the pupil</li> <li>• a short block of input (e.g. targeted strategies or interventions) where appropriate</li> </ul>	<p>Once parental consent has been given</p>
<p><b>Outcome of assessment</b></p> 	<p>The Occupational Therapist determines the most suitable level of ongoing support<sup>1</sup>, either:</p> <ul style="list-style-type: none"> <li>○ admittance to the <b>OT caseload</b></li> <li><b>OR</b></li> <li>○ continuation on the <b>Universal Pathway</b></li> </ul> <p>A letter outlining the Occupational Therapist's decision and recommendations is shared with the parent/carer</p>	<p>By the pupil's next annual review<sup>2</sup></p>

<sup>1</sup> please see service delivery model for more information on universal pathway and OT caseload

<sup>2</sup> where parent consent is obtained at least 8 working weeks before the annual review