

Completion of External Agency Paperwork

Due to the increased demand for external agency paperwork, we have reviewed our administrative procedure for processing the forms.

The request for paperwork from medical professionals for Autism Spectrum Condition and Attention Deficit Hyperactivity Disorder (ADHD) exploration is completed by collecting information from teaching and pastoral staff. This considers the feedback from class teachers, safeguarding information, classroom and social time observations from the SEND team, along with the students' academic performance. This process will be completed within 4 weeks, but this is not inclusive of school holidays.

Please be aware, we only complete forms based on the evidence we see in school and therefore, we are unable to amend forms to represent what is seen at home. The forms will be sent directly to the medical professionals, who will decide the next steps for your child.

It is important to bear in mind, the exploration of Autism and/or Attention Deficit Hyperactivity Disorder (ADHD) can take up to two years to conclude. The Academy cannot diagnose or have an influence over waiting times.