



Physical & Sensory Support
"specialist support for living and learning"

REQUEST FOR INVOLVEMENT

Physical and Sensory Support (PSS) uses specialist knowledge to support children and young people (from 0-25+) with physical disability; difficulties with communication; hearing, vision and multi-sensory impairment.

Child/Young Person Details:
Child/young person Name:
Date of Birth: Gender:
Main language used in the home:
Address:
Child/young person's preferred language / method of communication: eg spoken English, Sign Language, BSL, SSE or other
State child's home Local Authority e.g. Surrey, Hampshire etc:
Does the child/student have an EHCP? Yes / No
Pre-School/School/College or Educational Placement:
National Curriculum Year:
If part time which days and sessions are attended?
Mon AM PM /Tues AM PM /Wed AM PM /Thur AM PM /Fri AM PM
Address:
Contact Name: Telephone Number:

Reason for request:
1) What is/are the Child/young person's need(s)?
2) What advice/support are you seeking via this request?
3) What strategies have you already implemented? Educational settings-please attach SEND arrangements.

Hospital involvements:
Name of Hospital: Hospital Number:
Name of Consultant:
Other Agencies/Services involved:

Request made by:
Name of person making this request:
Designation:
Address:
Email: Do you have Egress: Yes / No
Telephone Number:
Signed: Date:

Details of Parents / Carers / Next of Kin:	
1. Parent / Carer / Next of Kin Name: .....	Relationship to child/young person: .....
Parental responsibility? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Address:.....	
Daytime telephone number: ..... Mobile Number: .....	
Email address: .....	
2. Parent / Carer / Next of Kin Name: .....	Relationship to child/young person: .....
Parental responsibility? Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Address:.....	
Daytime telephone number: ..... Mobile Number: .....	
Email address: .....	

**Parental/Carer/Young Person Consent:**

The council takes the security of your data very seriously. In order to be compliant with current data protection legislation, our full privacy notice can be found on the Surrey website by searching for privacy.

<https://www.surreycc.gov.uk/council-and-democracy/your-privacy/our-privacy-notice/children-families-lifelong-learning-and-culture>

Parent's/Carer's or Young Person's signature(s): .....

Print name: ..... Date: .....

- **All requests for involvement for hearing impairment must have an audiogram and audiological information attached. Please indicate clearly if support from the specialist Speech and Language Therapy team for HI children is required.**
- **All requests for involvement for vision impairment must have a report from a hospital eye clinic.**
- **All requests for Access to Communication & Learning involvement must have a Speech and Language Therapy report attached.**
- **Please attach medical reports and student support plans showing any current school intervention and targets.**

Please check the following before sending, omission of reports may delay processing of your request:

Parental signature?	<input type="checkbox"/>	SEND support arrangements attached?	<input type="checkbox"/>	Relevant medical reports attached?	<input type="checkbox"/>	Terms & conditions boxes ticked?	<input type="checkbox"/>
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Please ensure that all referrals are sent via secure email or posted to:

<p><b>HEARING:</b> Team Administrator, Quadrant Court, 35 Guildford Rd, Woking, Surrey, GU22 7QQ or email <a href="mailto:pssbs@surreycc.gov.uk">pssbs@surreycc.gov.uk</a> marked for the attention of Hearing</p> <p>For all enquiries Tel. 01483 519200</p>	<p><b>Speech + Language for HI children</b> Team Administrator, Quadrant Court, 35 Guildford Rd, Woking, Surrey, GU22 7QQ or email <a href="mailto:pssbs@surreycc.gov.uk">pssbs@surreycc.gov.uk</a> marked for the attention HI SLT</p> <p>For all enquiries Tel. 01483 519200</p>	<p><b>VISION:</b> Team Administrator, Quadrant Court, 35 Guildford Rd, Woking, Surrey, GU22 7QQ or email <a href="mailto:pssbs@surreycc.gov.uk">pssbs@surreycc.gov.uk</a> marked for the attention of Vision</p> <p>For all enquiries Tel. 01483 517576</p>	<p><b>MSI:</b> Team Administrator, Quadrant Court, 35 Guildford Rd, Woking, Surrey, GU22 7QQ or email <a href="mailto:pssbs@surreycc.gov.uk">pssbs@surreycc.gov.uk</a> marked for the attention of MultiSensory Impairment</p> <p>For all enquiries Tel. 01483 517576</p>	<p><b>PHYSICAL:</b> Team Administrator, Consort House, 5-7 Queensway, Redhill, Surrey, RH1 1YB or email <a href="mailto:pssbs@surreycc.gov.uk">pssbs@surreycc.gov.uk</a> marked for the attention of Physical Disability</p> <p>For all enquiries Tel. 01737 737761</p>	<p><b>F/HE 16+:</b> Team Administrator F/HE 16+, Fairmount House, Bull Hill, Leatherhead, Surrey, KT22 7AH or email <a href="mailto:pss.post@surreycc.gov.uk">pss.post@surreycc.gov.uk</a> marked for the attention of Post 16</p> <p>For all enquiries Tel. 01372 833783</p>	<p><b>Access to Communication &amp; Learning:</b> Fairmount House, Bull Hill, Leatherhead, Surrey, KT22 7AH or email <a href="mailto:victoria.healy@surreycc.gov.uk">victoria.healy@surreycc.gov.uk</a></p> <p>For all enquiries Tel: 01372 832427</p>
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