

# TELFORD & WREKIN AND SHROPSHIRE PORTAGE SERVICE

## REFERRAL PROCESS AND CRITERIA

***\*The criteria and procedure could be subject to change due to special circumstances for a particular child. This would be at the discretion of the Portage Team Leader***

### Referral Criteria

Permission from the parent(s)/carer(s) must be sought prior to a request for portage being made.

#### 1. Who can refer into the Portage Service?

- Paediatricians,
- The Nurse Consultant for Children with Complex Care Needs
- Early Years SEND Officers

#### 2. How to refer into the Portage Service

The referrer can request the service by completing a Portage Request Form, (this can be found on the local offer), or by sending a recent clinic letter accompanied by a completed consent form signed by the parent(s)/carer(s), stating they are happy for the information to be shared with the Portage Service. If there is insufficient detail further clarification will be sought prior to the request being processed.

Requests should be sent to [Portageadmin@telford.gov.uk](mailto:Portageadmin@telford.gov.uk) by secure email.

#### 3. Eligibility

**A child may be eligible to receive Portage if:**

- A) They are over 12 months of age and under school age and have multiple or complex needs, showing a delay in 2 or more areas of development.
- B) They live in Telford & Wrekin or Shropshire.
- C) Parent(s)/Carer(s) are in full agreement, acknowledging that the majority of visits will take place in the home, they need to be present and willing to participate in the visit and practice activities with their child(ren) during the week to remain eligible.
- D) A child is in a setting but they are not old enough to receive 2 year old funding.
- E) A child has an EHCP which not yet effective.

#### 4. Prioritisation List

**A prioritisation list operates for Portage as demand often outstretches the team's capacity to deliver. A child is prioritised for Portage based on the following criteria and after they have been assessed by the Portage Lead:**

- A) A child is not in a nursery setting and has no or little input from other professionals.
- B) The child has high presenting needs, as specified by the referrer e.g. late diagnosis and the Portage Team Lead is in agreement with this.
- C) A child has moved into the area (T&W or SC) and they have already been receiving Portage elsewhere.
- D) A child is in a setting and the placement is being funded solely by parents
- E) The age of the child.

#### 5. A child is not eligible to receive Portage when:

- A) They attend specialist provision.
- B) They receive 3 year old funding and attend a setting.

- C) They have an active Education, Health and Care Plan.
- D) The family have not been available on 3 consecutive appointments for the initial visit to take place and they have not given an explanation.
- E) The Portage Team Leader's assessment shows the child's needs do not meet the criteria and the child's developmental needs/education can be met by other agencies, including a setting.
- F) They have been receiving Portage for 18 months
- G) They move out of area.

## ENTRANCE AND EXIT PROCEDURE

### ENTRANCE

Once a request is received

- A) It will be processed by a Business Support Officer. An acknowledgement letter of the referral will be sent to parents and a copy sent to the referring Consultant.
- B) The Portage Team Leader will make an initial visit to assess eligibility and priority of need, to maintain timeliness of Portage commencing.
- C) A parent will be informed by letter to say when Portage will commence, and a response will be requested. If this isn't received the visit will not go ahead.
- D) The first 3 visits are fortnightly before agreed weekly visits commence.

### EXIT

Portage will cease or not commence when:

- A) The child attends a Specialist Setting.
- B) The child attends a Local Authority or PVI setting and is in receipt of 3 year old funding. This is during the term after the child's third birthday.
- C) A child is not in a setting, but has reached the age of eligibility for 3 year old funding.
- D) The final copy of the EHCP is in place. Portage will continue for a maximum of 8 visits after this. These visits will include the PHV attending any meetings for the child and 2 visits to the setting, the first will be with the Early Years Teachers (TW) and SEND Officer (SC). The remaining visits will take place in the home.
- E) The child has moved out of the Telford & Wrekin or Shropshire Area.
- F) The parents wish Portage to stop.
- G) It has been agreed appropriate developmental progress has been made
- H) The child has received Portage home visits for 18 months.
- I) The family stop engaging and are unavailable for 3 consecutive home visits without an explanation.

### Transition

For children attending a Local Authority or PVI setting, the final 2 visits will be fortnightly, the first visit will be to the setting and the second to the home.

Children attending specialist provision will receive 2 fortnightly home visits after the start date.

Children who are not in a setting will receive 2 fortnightly home visits prior to portage ceasing.

*September 2019  
To be reviewed yearly*



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