

Dear Parent/ Carer/ Guardians,

How to raise a FACT request with Emmaus Student Support

The First Assess Communication Tool (FACT) has been produced by a range of professionals working with children and young people with speech, language and communication needs (SLCN) in Milton Keynes. It has been created to support the Milton Keynes Inclusion Strategy, with the intention of helping settings and schools to meet learners' speech, language and communication needs.

The Emmaus Department requests written confirmation from professionals (GP/Consultants/CAMHS etc) in order to carry out a FACT and this cycle takes on average 12-16 school weeks. Please send all requests to sen.administrators@st-pauls.org.uk and a decision will be made about whether to proceed. It must be noted that not all requests will reach the threshold for further investigation.

Initially, the school will profile the young person using the FACT (speech and language) descriptors. It is at this point it is assessed by school whether the young person triggers the FACT Plus. This is in line with by the Local Authority guidance; <https://www.mksendlocaloffer.co.uk/education-and-send/useful-resources>.

A FACT/FACT Plus is completed by collecting information, and taking into account the feedback from class teachers, safeguarding information, classroom and social time observations from the Emmaus team, and a child's academic performance.

As an educational establishment, we can only report on what we see in school, which may differ to how children present at home. We can only run FACT/FACT Plus where the students has an attendance of at least 80%. We appreciate that this is sometimes difficult for parents but self-referral to a GP in this case is possible. The GP and paediatricians will take this into account when deciding the next best course of action. Please note that St Paul's Catholic School will not repeat a FACT/FACT Plus in the same academic year.

Once completed, the FACT/FACT plus outcome letter will be sent home to parents/guardians/carers to advise on how best to proceed. Please bear in mind the exploration of Autism and/or ADHD can take up to two years to conclude. St Paul's Catholic School cannot diagnose, nor have influence over waiting times.

Yours faithfully

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