Use this checklist to ensure you have everything needed to submit a complete referral to Bolton SPOA service.

**Incomplete referrals will be declined, and it will not be possible to access support.**

## Information and documentation to send as part of your referral:

* A signed (by setting **and** parents or carers) SPOA Form. **yes no**
* Early Help Assessment Form (within the last 3 months). **yes no**
* Early Help Assessment Form – ensure form signed by child’s parents or carers, or states ‘signed copy in setting’. **yes no**
* Early Help Assessment Form – in ‘information sharing box’ ensure consent for ‘Single Point of Access panel’, ‘Woodbridge SEND Service’, Educational Psychology’ ‘Start Well SEND’ has been given**. yes no**
* Include any Early Help Reviews as above. **yes no**
* Education, Health and Care Plan needs assessment form completed. Can be submitted in place of early help assessment. **yes no**
* include a completed ‘Rating of Concern Scale Form’ **yes no**
* Include evidence of at least 2 cycles of graduated approach (assess, plan, do, review) such as IEP’s, play plans, provision maps etc. **yes no**

Once you are confident you have all the relevant information and documentation for the application, send your referral via email to EYSENDSPOApanel@bolton.gov.uk