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| **SNR1 / P1 Guidance Document** |
| **The following applies from 29/10/18****Please familiarise yourself with the following points before completing and sending in a request for EHC needs assessment (SNR1) or PFA (P1). It is essential for an effective SEN Decision Making Group that the attendees have access to a well-ordered set of documents. If the SNR1 or P1 are incomplete, or the supplementary documents are not paginated and indexed in accordance with this guidance, the request may be returned to the applicant.****Each request must consist of an email to the LA via AnyComms, with 2 documents attached: 1) the SNR1 or P1 as a Word document, and 2) any supplementary documents as a PDF (explained below).** **For educational establishments without access to AnyComms (e.g., nurseries, colleges, independent settings), please forward applications to senreferrals@wirral.gcsx.gov.uk**1. All applications must be sent to the LA via AnyComms (exceptions sent to senreferrals@wirral.gcsx.gov.uk).
2. The email subject must follow this format: CYP’s initials followed by their DOB (e.g. JR090207)
3. Complete and attach the SNR1/P1 as a Microsoft Word document. Do not print and scan it before attaching.
4. Supplementary documents (inc. indexing and numbering):
	* Any supplementary documents must be indexed in the ‘Appendices’ section of the SNR1/P1
	* All supplementary documents should be sent as a single document (e.g., a single PDF).
	* The document (PDF) should be paginated in sequential order with the number at the top of each page.
	* Avoid blank pages (as this will increase the attachment size unnecessarily).
	* Avoid documents that contain repeated information.
	* Include the most recent documents only (e.g., if there are several letters from the paediatrician, include the latest only).
5. **Parent/Carer/Young Person Consent Form must be signed and included as the first document in the appendices.**
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