

## SEND Advisory Service (SAS) Service Referral Guidance

Referrals to the SEND Advisory Service (SAS) are now made through a tailored referral portal. To make a referral, you will need the following information:

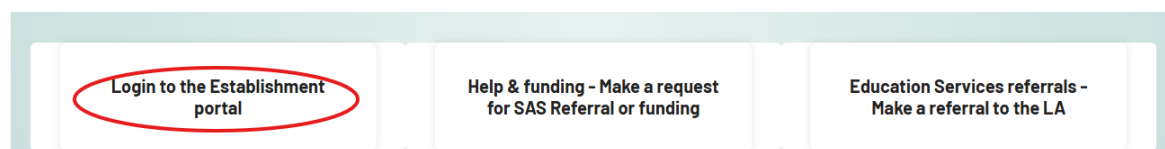
- Child's name, date of birth and home address
- Parent/carer consent
- Parent/carer email address
- Supporting evidence (e.g. My Support Plan, professional reports)

The referral portal can be accessed at this web address:

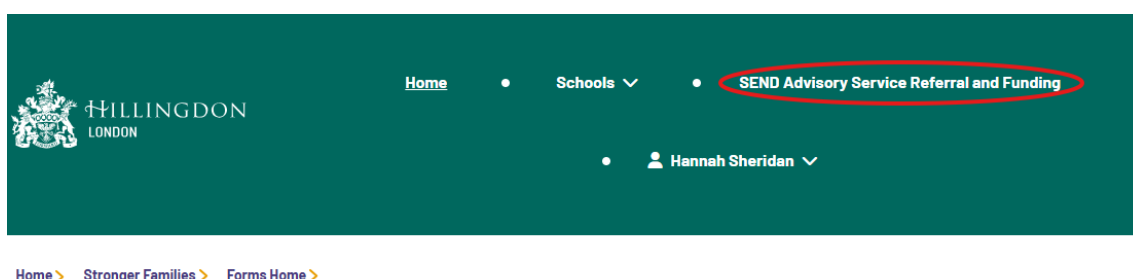
<https://educationestablishmentportal-ext-hil-prd.syhapp.com> This link will take you to the establishment portal homepage. Click the 'Login to the Establishment Portal' button:



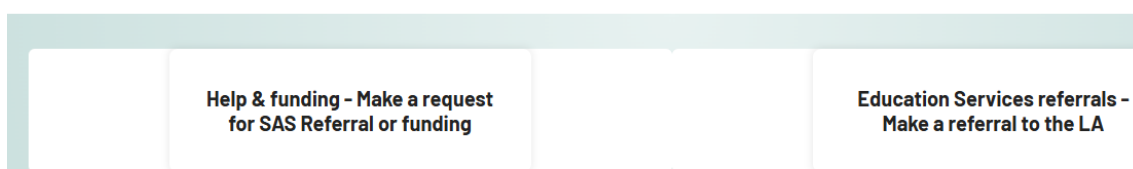
## Welcome to the Establishment portal



This will take you to the establishment login page. After you have logged in, you will be taken to the Forms page. Click the 'SEND Advisory Service Referral and Funding' option in the green header bar:



## Welcome to the Establishment portal



To access support from an Early Years or Schools Advisor, press the 'Refer to SAS Schools or Early Years Team' button.

[Home](#) > [Stronger Families](#) > [Forms Home](#) > SEND Advisory Service Referral and Funding

## SEND Advisory Service Referral and Funding

### SAS Schools and Early Years Referral

SAS provides training, support, guidance and appropriate challenge to educational settings in relation to provision required for meeting the needs of children/young people with SEND. Support for families is also provided through training workshops, information and advice sessions and individual support.

#### The Schools SEND Advisory Team:

- Collaborate to plan, implement, and review SEND support across the Borough.
- Work holistically with settings and respond to individual referrals.
- Link advisors to specific settings, offering tailored support based on children and young people's primary needs through Ordinarily Available Provision (OAP).
- Deliver in-house training grounded in evidence-based research and best practices.

#### The Early Years SEND Advisory Team:

- Support PVI settings, children's centres, and childminders in the early identification and intervention for children aged 0-5 with SEND.
- Promote early identification to improve outcomes and help children reach their full potential.
- Work collaboratively with Early Years practitioners to develop inclusive environments and identify needs early.
- Provide tailored strategies and model effective approaches to support staff in meeting children's needs.
- Encourage the use of person-centred tools such as My Support Plan (MSP) and Team Around the Child (TAC) meetings.
- Support the use of assessment and progress tools, including the DfE Assessment Tools, Speech and Language Assessment Tool, Wellcomm, and Developmental Journals.

[Refer to SAS Schools or Early Years Team](#)

This will take you to the SAS Portal Referral homepage. Click the 'Next' button to progress to the referral form.

[Home](#) > [Stronger Families](#) > [Forms Home](#) > [SEND Advisory Service Referral and Funding](#) > SAS Schools and Early Years Referral

## SAS Schools and Early Years Referral

### 1 SAS Portal Referral

2 Referrer and Child/Young Person's Details

3 Referral

4 Supporting Documents

### SAS PORTAL REFERRAL

[Next →](#)

When you reach the referral form, complete the boxes by either typing in the answers or selecting from the dropdowns. The questions with red asterisks are mandatory and you will not be able to proceed without completing these.

*'Year Adjustment' refers to whether a child or young person is educated in a different class to their chronological age. For example, if a child is educated in a class one year below their chronological age, select -1.*

After you have completed the 'Referrer and Child/Young Person's Details' page, press Next to progress to the detailed referral information.

This will take you to the 'Referral' page is where you will provide more detailed information to support SAS to understand how best to support.

## SAS Schools and Early Years Referral

The screenshot shows the 'Referral' step of the SAS Schools and Early Years Referral form. On the left is a progress bar with five steps: 1 SAS Portal Referral, 2 Referrer and Child/Young Person's Details, 3 Referral (highlighted), 4 Supporting Documents, and 5 Submit. The main form area contains the following fields: 'Date \*' with the value '21-08-2025' and a calendar icon; 'Select the relevant team: \*' with a dropdown menu showing 'SAS Schools Team'; 'Has parental/carers consent been obtained? \* This field is required' with radio buttons for 'Yes' (selected) and 'No'; and 'Parent/Carer Email address \*' with an empty text box. Two callout boxes provide additional information: one points to the date field with the text 'The date you are making the referral', and another points to the team dropdown with definitions for 'SAS Schools Team' (child attends a school nursery, school or post-16 setting) and 'SAS Early Years Team' (child attends a Private, Voluntary or Independent (PVI) Early Years Setting).

**1** SAS Portal Referral >

**2** Referrer and Child/Young Person's Details >

**3** Referral >

**4** Supporting Documents >

**5** Submit >

**REFERRAL**

Date \* 21-08-2025

Select the relevant team: \* SAS Schools Team

Has parental/carers consent been obtained? \* This field is required

☒ Yes ☐ No

Parent/Carer Email address \*

The date you are making the referral

**SAS Schools Team:** The child attends a school nursery, school or post-16 setting.

**SAS Early Years Team:** The child attends a Private, Voluntary or Independent (PVI) Early Years Setting.

Use the following boxes to provide information which will support SAS to know whether they are the right service for the referral. There are prompt questions on the referral form to support you in this. If there is insufficient information in the referral, SAS may be unable to accept it.

When you have provided all relevant information, press the 'Next' button to proceed to the 'Supporting Documents' stage.

Here, you can upload My Support Plans, professional reports and any other documents which demonstrate the child/young person's needs and current or historic provision. To do this, click the 'Upload Document' button:

The screenshot shows the 'Supporting Documents' step of the SAS Schools and Early Years Referral form. On the left is a progress bar with five steps: 1 SAS Portal Referral, 2 Referrer and Child/Young Person's Details, 3 Referral, 4 Supporting Documents (highlighted), and 5 Submit. The main form area has the title 'SUPPORTING DOCUMENTS' and a prompt: 'Please attach any supporting documents e.g. My Support Plan Professional Reports'. Below this is an 'Attachment' section with a red circle around the 'Upload Document' button. At the bottom are 'Previous' and 'Next' navigation buttons.

Home > Stronger Families > Forms Home > SEND Advisory Service Referral and Funding > SAS Schools and Early Years Referral

## SAS Schools and Early Years Referral

**SUPPORTING DOCUMENTS**

Please attach any supporting documents e.g.  
My Support Plan  
Professional Reports

Attachment

Upload Document

← Previous

Next →

This will open your computer files where you can select the file you would like to upload. When a file has been successfully uploaded, it will appear in green. You will need to upload each file separately.

## SAS Schools and Early Years Referral

### SUPPORTING DOCUMENTS

Please attach any supporting documents e.g.  
My Support Plan  
Professional Reports

#### Attachment

📎 My Support Plan.docx

Remove

📎 Upload Document

When you have uploaded all relevant documents, click the next button. This will take you to the 'Submit' page. To submit the referral, you must click the 'Submit Form' button:

[Home](#) > [Stronger Families](#) > [Forms Home](#) > [SEND Advisory Service Referral and Funding](#) > SAS Schools and Early Years Referral

## SAS Schools and Early Years Referral

### SUBMIT

1 SAS Portal Referral >

2 Referrer and Child/Young Person's Details >

3 Referral >

4 Supporting Documents >

5 Submit >

Please ensure you have completed all the relevant information and attached any documents prior to submitting

Submit Form

← Previous

After you have submitted a referral, this is assessed by a SAS Panel and the decision is made whether or not the referral is accepted. If the referral is accepted, an advisor will be assigned and will make contact with the referrer via email.