

**Guidance for professionals:
How to complete the Single Point of Request for Involvement (SPORFI form) in order to request specialist services for children from birth to 5 years.**

The SPORFI form is designed so that if needed, a range of services can be accessed for a child via one single form.

Consider the following:

1. Is the child below **year one** in school?

No

SPORFI not applicable.
Follow school age referral route

Yes

Possible SPORFI
(Depending on service criteria)

2. Are there other external, environmental factors that are significantly affecting the outcomes for this child e.g. family living circumstances, parental health etc

Yes – Consider Strength and Needs form for wider support for the family as well as using a SPORFI for a specific service. [Early-help-guide-for-families-Sept-2023.pdf \(oscb.org.uk\)](#)

No – use Single Point of Request for Involvement (SPORFI)

3. Does the child have needs which could be supported by one or more of the following community services? N.B. Ensure child meets criteria for referral to the service by checking referral criteria on the [SPORFI](#) form

- Physiotherapy
- Occupational Therapy
- Speech and Language Therapy
- Speech and Language Therapy (Feeding)
- SENSS Years SEN Team (can support children until they start in a reception class)
- SENSS Physical Disability Team

No – SPORFI not applicable.
If other services are needed please consult them regarding referral process.

YES - SPORFI

If you're a school or an early years setting before completing the form consider whether you have followed the graduated response of assess, plan, do, review and are confident, based on assessments using tools such as WellComm and the [Oxfordshire Developmental Journal](#) that the child requires input from an outside agency. If you're unsure and would like to discuss with the EY SEN team please use the SENDCO helpdesk [SENDCO helpdesk | Oxfordshire Schools](#)

Give clear and full information about the needs of the child and ensure that the request is shared with parents/carers. Some services require additional information so please check what is needed by using the links provided on the SPORFI form.

- Ask parents and carers for their comments, concerns and priorities – note these on the form or on attached report.
- Discuss with parents that in order for a referral to be made they will need to consent to information being shared and stored. Refer to Oxfordshire County Council [Privacy Notice](#)
- Agree with parents the services with whom their information can be shared.
- Ensure that the parent is aware of their right to withdraw their consent at any time.
- Ensure the parent/carer has signed the signature page of the form indicating their consent for services to become involved. If this is not done this may result in a delay in accessing certain services.
- Send the completed form and scanned signature page by email (using a secure email system unless the request is from a health professional with access to a secure network) to earlysupportoxon@oxfordshire.gov.uk
- If you have any questions about the process please contact the relevant Early Support programme Officer who will be willing to help you. Contact details are below

North and West Oxfordshire
Early Support Programme Officer
Tel 01865 816656
earlysupportoxon@oxfordshire.gov.uk

South and Central Oxfordshire
Early Support Programme Officer
Tel 01865 812629
earlysupportoxon@oxfordshire.gov.uk