



A community of transformation founded on love, hope & trust

St Mark's Church of England Academy

Acacia Road, Mitcham, CR4 1SF

020 8648 6627

school@stmarks.anthemtrust.uk

www.stmarksacademy.com

Headteacher: Aimee Gallagher

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Dear Parents and Carers,

Subject: SEND Support Referral Process

At St Marks Academy, we are deeply committed to supporting all students and ensuring that every child has the opportunity to fulfil their God-given potential. As part of this commitment, we have a clear process in place for parents and carers who wish to refer their child for SEND (Special Educational Needs and Disabilities) support or request a meeting with the SENCO (Special Educational Needs Coordinator).

If you would like to initiate a referral or arrange a meeting, please complete the SEND Referral Form, which can be found [here](#). This form helps us gather essential information so we can respond appropriately and ensure your child receives the support they need.

The SEND department meets fortnightly to review all referrals. Your child will be discussed at the next scheduled meeting following your submission. You will receive an outcome and decision within five working days of that meeting. Please note that the SEND team also reviews referrals between meetings and may contact you sooner if we feel it is necessary.

Important: This form is not intended for sharing safeguarding concerns. If you are worried about the safety or wellbeing of a child, please contact the Designated Safeguarding Lead. Their contact details can be found on the school website.

We thank you for working in partnership with us to support your child's journey. If you have any questions or need assistance completing the form, please don't hesitate to get in touch.

Yours faithfully

Ms van Zyl

Director of Inclusion

