

Maidstone STLS LIFT Guidance

LIFT (Local Inclusion Forum Team) is a supportive, collaborative meeting. It provides SENCOs with a safe and confidential forum in which to have professional dialogue with peers to look for solutions or ways forward for complex situations. The views of all members are valued and contributions are actively encouraged to share knowledge and expertise. LIFT is intended to provide valuable experience-based professional development, by allowing participants to share ideas and insights from previous practice and to broaden everyone's repertoire of skills available to support the needs of children and families in our District. A solution focused approach is used to ensure an emphasis on achievable, practical steps when tackling issues which may appear intractable. ***The strength of the group is in its members and their willingness to support each other.***

LIFT meetings are attended by school SENCOs, STLS Specialist Teachers, an Educational Psychologist and, where possible, a Speech and Language Therapist. On occasions the group may be joined by representatives from other external agencies.

Following discussion at LIFT, schools might receive....

- Advice, support and ideas from all attendees of the meeting to take back and try
- Access to training programmes or the opportunity for bespoke training
- Support from another school/setting
- Specialist intervention from a Specialist Teacher
- A recommendation that the school should consider a request for support via the Digital Front Door
- A recommendation that the school consider seeking advice from appropriate health professionals, therapeutic agencies or Educational Psychology *
- A recommendation that the school completes a HNF referral *
- Signposting to external support e.g. Space2b me, Infozone, M4S

* You are **not** required to complete a LIFT referral for High Needs Funding, or referrals to other external agencies/professionals, including Health/Education Psychology /therapists

EHCPs

If you wish to request an Education, Health and Care Needs Assessment, you will need to demonstrate that local resources have been exhausted. There is an expectation that the C/YP will have previously been discussed at LIFT and is known to STLS. You will need to notify [Tracey Bradley](#) that you wish to discuss the C/YP at the LIFT meeting. If the LIFT meeting agrees that it can offer no additional support/advice, you will then be given the SODLIS (Summary of District LIFT Intervention Sheet), which must be submitted with your application to [SEN West](#).

Assessments

Assessments are an important part of LIFT, but they are even more important to support SENCOs to identify needs at an early stage (See [SEN Pathway](#)). Assessments such as Language Link, Ravens, Boxall and BPVS 3 should be completed *at least one term* before the case is brought to LIFT to allow time to analyse results, implement strategies and assess impact. Should SENCOs wish to discuss results of assessments or appropriate interventions, they can email an STLS teacher or attend a Surgery for advice.

FAQs

Question	Answer
I bought a case to LIFT last year but it wasn't taken on, I want to bring back to LIFT do I have to complete the paperwork again?	If it was more than 6 months ago then yes – a lot can change in that time!
I had a case which was open to your team but it was then closed. Do I need to bring it back to LIFT to get it re-opened?	Again, if it closed more than 6 months ago then yes. If it is within 6 months, please email Tracey and the relevant STLS teacher
I haven't been able to complete the assessments because they won't engage what do I do?	Consider breaking the assessments into more manageable sections but please feel free to contact STLS to discuss how to support a pupil in engaging with the tests. Assessments should not be completed just before coming to LIFT but as part of your SEN process for this pupil. (See SEN Pathway)
We have a child who has moved to us from another district, they were known to STLS in that area, can you open them up for us or do I need to bring to LIFT?	We will liaise with the relevant Specialist Teacher and offer your school a Surgery appointment to plan the way forward.
We have a child who has only just started with us. I have concerns and my next LIFT is this month. I don't have time to do the assessments – is this OK?	No. If a pupil has just arrived, follow the SEN pathway as usual. Additionally, make an appointment to attend an STLS Surgery. However, in an emergency please contact Jill for further advice
We have a child who has started with us who has moved from another school, the last school completed the LIFT paperwork but never discussed at LIFT – can I use their paperwork?	No, children can present differently in different schools. If you have concerns, make an appointment to attend an STLS Surgery.
I have a child that I think needs to be bought to LIFT but I'm not sure, what do you think I should do?	Make an appointment at the STLS Surgery. Dates can be found on our website .
I need some advice about SALT. Do I need to do a LIFT referral?	No, ask as a question in LIFT or book an appointment at an STLS Surgery to discuss the C/YP with the Speech and Language Therapist. Alternatively, you could contact The SALT Advice Line on 0300 1237004 Monday to Friday 10.00 – 12.30pm and 1.30pm to 3.30pm

<p>What paperwork do I need to submit?</p>	<p>All of the documentation can be downloaded from our website. Please ensure that all the following documentation is included in your submission to Tracey at least 7 days before your LIFT meeting</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Paperwork Checklist</td> </tr> <tr> <td style="padding: 2px;">LIFT referral form</td> </tr> <tr> <td style="padding: 2px;">Parental Engagement form</td> </tr> <tr> <td style="padding: 2px;">Additional outside agency reports</td> </tr> <tr> <td style="padding: 2px;">QFLA</td> </tr> <tr> <td style="padding: 2px;">Reviewed Personalised Plan/Provision Map</td> </tr> </table>	Paperwork Checklist	LIFT referral form	Parental Engagement form	Additional outside agency reports	QFLA	Reviewed Personalised Plan/Provision Map
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<p>I haven't got time to submit my paperwork before my LIFT, can I submit the day of the meeting?</p>	<p>No. You can, however, attend a different LIFT meeting. Please liaise with Tracey to arrange.</p>						
<p>I haven't got parental agreement yet. Shall I still send in the paperwork?</p>	<p>No, we cannot hold any information about a pupil without the parental engagement form. It is best practice that you discuss and share the LIFT paperwork with them before submitting</p>						