

# The Referral Process (VI Team)

1. **Refer** - hospital/school refer child using Haringey Referral Form (or hospital letter) once medical diagnosis received.
2. **Case assigned** - Case is reviewed by the VI team and allocated to a Qualified Teacher of Children and Young People with a Vision Impairment (QTVI)
3. **Initial visit** - by team at home, school, college to meet pupil, parents, SENCo and relevant school staff to gather information
4. **Second visit** - to assess functional vision and provide written report that includes advice/strategies for teaching staff (this can sometimes be done on the first visit). Notify other professionals if necessary (e.g., Habilitation Specialist)
5. **Visit frequency** - calculate NatSIP (National Sensory Impairment Partnership) score to determine frequency of visits
6. **Training** - further staff training as and when required
7. **Regular visits** - add to regular visit cycle
8. **Review NatSIP scores** - annual review of NatSIP score to amend frequency of visits if necessary