

Dear Parent/ Carer/ Guardians,

## How to raise a FACT/ FACT Plus request with the Special Educational Needs Department

A FACT/FACT Plus is a social communication tool which explores difficulties in the following categories: social interaction, social communication, flexibility of thought, sensory difficulties, receptive language, expressive language, organisation and anxiety.

The Emmaus Department requests written confirmation from professionals (GP/Consultants/CAMHS etc) in order to carry out a FACT/FACT Plus and this cycle takes on average 12-16 school weeks. Please send all requests to [sen.administrators@st-pauls.org.uk](mailto:sen.administrators@st-pauls.org.uk) and a decision will be made about whether to proceed. It must be noted that not all requests will reach the threshold for further investigation.

A FACT/FACT Plus is completed by collecting information, and taking into account the feedback from class teachers, safeguarding information, classroom and social time observations from the Emmaus team, and a child's academic performance.

As an educational establishment, we can only report on what we see in school, which may differ to how children present at home. We can only run FACT/FACT Plus where the students has an attendance of at least 80%. We appreciate that this is sometimes difficult for parents but self-referral to a GP in this case is possible. The GP and paediatricians will take this into account when deciding the next best course of action. Please note that St Paul's Catholic School will not repeat a FACT/FACT Plus in the same academic year.

Once completed, the FACT/FACT plus outcome letter will be sent home to parents/guardians/carers to advise on how best to proceed. Please bear in mind the exploration of Autism and/or ADHD can take up to two years to conclude. St Paul's Catholic School cannot diagnose, nor have influence over waiting times.

Headteacher:  
Jo-Anne Hoarty

St Paul's Catholic School  
Phoenix Drive  
Leadenhall  
Milton Keynes  
MK6 5EN

Telephone  
01908 669 735

Email  
[enquiries@st-pauls.org.uk](mailto:enquiries@st-pauls.org.uk)

Web  
[www.st-pauls.org.uk](http://www.st-pauls.org.uk)



Yours faithfully

Nicola Bradley  
Assistant Headteacher/SENCo

Mandy Morton  
Deputy SENCo

**Headteacher:**  
Jo-Anne Hoarty

**St Paul's Catholic School**  
Phoenix Drive  
Leadenhall  
Milton Keynes  
MK6 5EN

**Telephone**  
01908 669 735

**Email**  
[enquiries@st-pauls.org.uk](mailto:enquiries@st-pauls.org.uk)

**Web**  
[www.st-pauls.org.uk](http://www.st-pauls.org.uk)

