# Timescales for completion of assessments

For the completion of assessments and for the school to provide an accurate picture of your child's needs, their strengths and difficulties, there must be a minimum attendance of 70% during the academic year. In some cases where attendance is low, we will contact MK Paediatrics directly to seek guidance.

Any assessment forms will not be repeated in the same school year. Please be aware, we only complete forms based on the evidence we see in school and will not complete forms to represent what is seen at home. The forms will be sent directly to medical professionals who will decide the next steps for your child.

The processing time for external agency requests are as follows and are not inclusive of school / public holidays:

FACT and FACT Plus - 8 to 12 weeks
ADHD Referral Pack - 4 to 6 weeks
Paediatric or CAMHS external forms - 10 to 12 weeks