

Referral Form

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| Pupil Name: | D.o.B |
| Year Group: | UPN: |
| Home Address: | School name/ Contact/ Email / Telephone Number |
| Telephone: | Parent/ Guardian Name: |
| Religion: | Nationality: |
| Language: | City of Birth: |
| PP: Y / N | FSM: Y / N |

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|--------------------------------------|---------|---------|
| Attendance over last 3 terms: | | |
| Autumn: | Spring: | Summer: |

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|----------------------------|----|------------|-------|
| Supporting Evidence | | | |
| CAMH's | GP | Consultant | Other |

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| Interventions used: |
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| SEN Status (Current needs as logged on SIMS) |
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| Has the pupil been previously known to Inclusion Support? | YES | NO |
| If yes – please give details – duration etc. | | |

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| Are there other agencies involved with the pupil? | YES | NO |
| If yes – please give details | | |

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|----------------------------|----|-----|-----|
| Safeguarding Status | | | |
| CiN | CP | TAF | LAC |

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| Reason for Referral: |
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| SEMH Evidence (You may wish to mention Social and Emotional development, relationships with peers or adults, describe behaviours seen, describe the parental or carer's role in supporting the child or young person) |
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Documents included in the referral

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|----------------------|----------------------|-------------------------|-----------------------------|
| EHCP (if applicable) | Latest School Report | Latest Behaviour Report | Supporting Medical Evidence |
|----------------------|----------------------|-------------------------|-----------------------------|

In order for the referral form to be processed the following must be adhered to

- Referral form completed with the required information
- All supporting evidence – school report / behaviour record / medical evidence must be attached

Once the referral form has been completed and the required information has been submitted the following procedure will take place:

Step 1 – Pupil will be put onto an initial waiting list where all information will be considered

Step 2 – A decision will be made on the suitability of the pupil for either Centre or Home Tuition provision

Step 3 – School will be contacted once a place on Centre or Home Tuition is available

Step 4 – An initial meeting will be organised with school, parent and pupil at the home for Home Tuition or the Centre.

Step 5 – If the provision is Home Tuition then the pupil timetable and a safeguarding letter will be issued to school.

Step 6 – If the provision is the Centre then an induction programme will be put into place.

Step 7 – All pupils will have a 6 – 8 weekly review whereby the provision is discussed and changes implemented including a referral back to school if the provision is not appropriate.

Once the form is complete please e-mail (password protected) to Amanda Ford:

Aford2@albrighteducationcentre.co.uk