

## Referral Form

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

<b>Attendance over last 3 terms:</b>		
Autumn:	Spring:	Summer:

<b>Supporting Evidence</b>			
CAMH's	GP	Consultant	Other

<b>Interventions used:</b>
----------------------------

<b>SEN Status (Current needs as logged on SIMS)</b>
-----------------------------------------------------

<b>Has the pupil been previously known to Inclusion Support?</b>	<b>YES</b>	<b>NO</b>
If yes – please give details – duration etc.		

<b>Are there other agencies involved with the pupil?</b>	<b>YES</b>	<b>NO</b>
If yes – please give details		

<b>Safeguarding Status</b>			
CiN	CP	TAF	LAC

<b>Reason for Referral:</b>
-----------------------------

<b>SEMH Evidence</b> (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)
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Documents included in the referral</b>			
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 upload to Moveit using this web address marked FAO S Long <https://secure-mft.sandwell.gov.uk/>**

**Our DfE number is 333/1100**

**The New GDPR Regulations:** The school is registered under the General Data Protection Regulations (GDPR – 25/05/2018) for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.