



KS3 Referral form.

Requested entry date:

STUDENT Name:		Referral type: B MM PEX risk EBSA Other:
Gender		Ethnicity:
Languages spoken		Home language:
Name and address of Doctor/GP		
Does the student have any medical needs, e.g., allergies		
Name and address of referral school:		
Name of safeguarding lead	Name:	
	Tel:	Email:
Attendance lead	Name:	
	Tel:	Email:
Person responsible for invoices:	Name:	
	Tel:	Email:
Person completing referral	Name:	
	Tel:	Email:
Main home school contact	Name:	
	Tel:	Email:
School events	Please list any INSET day or school events in the next 6 weeks the student will need to be a part of/aware of:	
Other schools/primary		
Current working levels	Maths:	English:
	Reading age:	Science:



Reason for referral -
please give a clear
outline

Attitude background:

Attendance	%	Punctuality	Always on time	Occasionally late	Frequently late	Truants
Achievements last year						
Attendance history: <i>please include Junior school if possible</i>						
Behaviour incidents last academic year: <i>(Please include any behaviour logs or reports that may be useful)</i>						
Exclusions in last academic year:						
Descriptions of incidents:						
Interventions Please state:						
Outside Agencies Please state:						
Which was successful ?				Which did not work?		



Brief description of general behaviour in previous academic year (s)

SEND

SEN Register	Yes/No	Name of SENCO:	
Contact:		TEL:	Email:
EAL	Yes ? No	Languages spoken at home	
Other information: <i>(Is this student being assessed by EP, CAHMS?)</i>			
Safeguarding: Y/N Please state:			
CIN Plan if applicable.			
Name of Social worker:			

Parent /Guardian 1	Name:		
	Tel:mobile	Tel landline:	
	Email:	Parent responsibility Y / N	
Full address:			
Parent Guardian 2	Name:		
	Tel: mobile	Tel landline:	
	Email:	Parent responsibility Y / N	
Full address:			
Interpreter required:			



Please fill this out with your students' needs in mind

1 = poor 4 = excellent

Needs Competencies & Associated Skills					
Competency	1	2	3	4	Skill needed
Improve attendance & punctuality					Personal organisation
Basic skills - Improve Literacy; Improve Numeracy					Literacy / numeracy skills
Rules, authority & expectations, Ability to work within the expectations of the organisation: Acceptance/ Understanding of rules; Acceptance/ Understanding of authority ; Following Instructions					Understanding & acceptance of rules/expectations. Ability to follow rules.
Demonstrating appropriate in class behaviour					Self-control. Independent learning. Working with others as part of a team. Respect for self & others.
Emotional Maturity. Understanding & recognition of range of emotions & ability to express emotions in an appropriate fashion (Inc. anger management)					Communication / negotiation skills. Personal insight. Managing & expressing emotions in an appropriate manner. Patience. Resilience.
Language & Communication. Ability to express themselves in an appropriate manner					Listening. Communication. Negotiation. Assertiveness
Protection from risk taking behaviours. Encouraging risk free / healthy lifestyle. Sex, drugs, smoking, healthy eating, mental health, crime free					Self-care. Identifying & avoiding potential dangers
Ability to contribute to the safety of self & others. Types of bullying etc.					Respect & tolerance.
Managing relationships. Ability to maintain positive relationships with others. Friends, family, adults.					Respect & Appreciation of others . Empathy.
Accepting personal responsibility for actions					Honesty. Acceptance. Personal responsibility.
Self-awareness – improved sense of self & place in the world/ community.					Honesty. Acceptance. Personal insight.
Appreciating the value of learning; Increase motivation for Learning					Personal motivation.
Celebrating Success - Recognising own skills & achievements; Developing talents; Ability to recognise & appreciate skills, talents & personal qualities of others.					Pride. Recognising your own skills & achievements. Appreciate skills, talents & personal qualities of others.
Ability to evaluate own performance & show progression					Evaluation & assessment.
Ability to demonstrate study skills & self-motivation					Target setting. Personal motivation.