

Student Information for move to a new setting to be completed by commissioner/school

Section1 - Personal Details

Student Name:

Date of Birth:

UPN:

ULN:

Ethnicity:

Date of form completion and by whom:

Name of current school

Current year group:

Is this child LAC? Yes/No

Is this child CP or CIN - Yes/No

Is this child PP? Yes/No

Any medical conditions? Please give details

ECHP? Yes/No

Home address:

Post Code:

Telephone Numbers:

Email address:

First Parent/carers name and title:

Relationship to the child - parental responsibility Y/N

Second parent/carers name and title:

Relationship to child - parental responsibility Y/N

Please give details of any other adult that has PR for this child

Section 2 Academic History

Email address of the contact at current school for further information :

Year group started at your school :

Please give details if this child came to you via a PEX/ MM/Parent led move from another school?

Date student last attended your school:

Is this child’s attendance below 90%? Yes/No
*If yes please attach a copy of the referral to the Education Welfare Service on last page.
 Please give details of any fixed term exclusions on last page*

Does this student have any exam concessions? Yes/No
 If yes, please state which concession:

Section 3 -Information Regarding Placement - Senior Management Summary:

Please complete a summary below containing the reason for this referral and any other information not mentioned within the paperwork.

Reason for permanent exclusion / managed move / commissioned placement:

Previous/current discussions regarding a MM/PLM with parent Y/N
(Please give details of any options, planning and person leading the discussion)

specific school support meetings currently in place Y /N
(Please give details if there are i.e PSP, Governor’s Disciplinary)

Summary

Senior Manager signature:

Date:

Medical Referrals:

We require medical evidence from a Consultant stating why the student is unable to attend school and the medical reason.

In signing this medical referral I understand that the above named student will become Dual Roll with Cranbury College who will provide a minimum of five hours tuition per week for the child until they are well enough to access school for more than 5 hours per week. Responsibility for quality assurance of the education provided and the safeguarding of the child remains with the school at all times other than when Cranbury College tutors are in direct contact with the child and their family. The aim of dual roll arrangements will be to minimise disruptions to education and a child's life chances as a result of illness, and return the child to normal school routine as swiftly as possible following advice from medical professionals. This will require school to provide schemes of work, resources and communicate with the college in a timely fashion.

A charge of £45 per hour for tuition plus any additional expenses incurred by Cranbury College will be invoiced termly.

Print name and signature:

Designation:

Date:

Interventions and information checklist <i>(Information must be completed and attached for referral to be considered)</i>			
Basic information	Attached	Not attached	If not reason why not
Updated CAF with parental signature			
Pastoral Support Plan			
Risk assessment			
Chronology			
Attendance registration certificate			
School report with most recent Teacher assessments			
List of all historic exclusions			
Behaviour incident log			
List of Exams courses studied with exam boards and syllabus where applicable			
Academic data e.g CAT Scores, FFT			
SEN (assessments)			
Provision map or IEP			
Pupil medical form			
External Referrals made	Date work began with student	Outcomes	
Locality CAT triage			
SEN			
CAMHS			
EP			

YOT		
Social Care		
Connexions/PASS/YES		
Number five/Counselling		
Source		
School nurse		
Other strategies used (please list below)		

Please list below what has been done through the student's placement, curriculum and pastoral support to address the young person's current needs.

Intervention	Impact and outcome

Student Views - for non PEX placements				
I would like to be considered for placement at Cranbury College	Y/N	I would like to be considered for placement at another provision.	Y/N	Outcome
I do not want to be considered for Cranbury College for the following reasons.				
I feel this placement will help me make progress because?				
Signed:	Date:			

Parental/ guardian views (please continue over if necessary)	
I would like my child to be considered for placement at Cranbury College	
I would like my child to be considered for placement at Cranbury College for a short period of time, then I would like my child to attend _____	
I do not want my child to be considered for Cranbury College/other facility for the following reasons	
I feel that I am fully informed and part of all the decisions that are being made Y/N	
Any other comments	
Outcomes	
Signed:	Date:

For office use:

Date form received:	
Date of Cranbury College Admission Panel:	
Decision:	