

Referral Form



Please complete this form **in full** & email to jbutterworth@linksacademy.herts.sch.uk in order for Links Academy to select the most suitable and appropriate placement for the young person. Failure to do so will delay the referral process.

Data Protection Act: Information given by you is needed to help Links Academy staff support pupils and maintain records where Links Academy is involved. The information is kept in part as computerised database and in part as paper records. This information is kept by the LA.

KS3 KS4 Other

REFERRER DETAILS

Date of Referral: Click here to enter text.		Referred by: Click here to enter text.	
School/Agency: Click here to enter text.		Job Title: Click here to enter text.	
Address: Click here to enter text.			Postcode: Click here to enter text.
Telephone:	Mobile: Click here to enter text.	Fax: Click here to enter text.	Email: Click here to enter text.

YOUNG PERSON DETAILS

Name:		DOB:	UPN: ULN:
Current or Last School Attended:	Start Date:	Finish Date: (As applicable)	
Address:			Postcode:
Year Group:	Gender:	Ethnicity:	
Name of Parents/Carers:			
Telephone:	Mobile:	Email:	
Home Language:		Interpreter needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Entitled to Free School Meals? Yes No

Pupil premium student? Yes No Amount awarded.....

Is the young person subject to the Child Protection Plan? Yes No
(Do not include details here but bring relevant information to the initial referral meeting)

SEN Information: Give details if the pupil is in the undergoing Statutory Assessment or if entitled to any additional support.

Code of Practice – please circle as appropriate

Pupil Behaviour SEN support/ EHCplan

Pupil Learning SEN support /S/EHCplan

Provision Plan **(Please attach copy)**

Access arrangements- please stipulate access arrangements if they have been approved

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(Evidence to be provided)

LOOKED AFTER CHILDREN - CARE DETAILS

CIN:

Section 20 Accommodated:

Interim Care Order:

Full Court Order:

Foster Care:

Children's Home:

Family & Friends:

Independent Living:

Private Children's Home:

Social Worker Involvement: Give details as applicable to include area office contact information

Date of PEP:

Date of Review:

ACADEMIC PROFILE – please forward any pupil’s course work to Links Headteacher

Key stage 3 and 4

Reading age

Spelling age

Tests used _____ Date of test _____

CAT Scores		KS2 SAT/TA		KS3 SAT/TA	
		English		English	
Verbal		English		English	
Quantitative		Maths		Maths	
Non Verbal		Science		Science	
Average					

Current NC levels Years 7-9

Subject	Level	Subject	Level	Subject	Level
Maths		Technology		PE	
English		MFL		RE	
Science		History		other	
ICT		Geography		other	

Key Stage 4

Subject	Exam Board	Most Recent Teacher Grade	Controlled assessment marks (If applicable)	FFT A Predicted Grade	FFT D Predicted Grade

PLEASE COMPLETE FOR ALL REFERRALS		
	Yes/No/Not Applicable	Contact Name and Details/Information
<p>Is an IEP/IBP in place PSP in place?</p> <p>Date of last Review:</p>		
<p>Is there a provision plan in place?</p> <p>Date of last Review:</p>		
<p>Has the pupil been referred to or is known to the following agencies:</p> <ul style="list-style-type: none"> • AIO • Education Psychology • Children's Social Care • Youth Offending Team • Child & Adolescent Mental Health Service • Police • Thriving Families • Drug & Alcohol Action Team (ADASH) 		
<p>Has the pupil been referred to any other agencies relevant to their circumstances?</p>		
<p>Details of any other inventions not listed above</p>		
<p>Has the pupil been referred to the school nurse or GP?</p>		
<p>Has the pupil worked with a Links Academy Outreach Worker?</p>		
<p>Current Attendance: Please Include copy of current attendance certificate and previous full academic year (if available). Details of any contact with AIO's as well as any records, progress reports and reasons for any extended periods of absence.</p>		
<p>Behaviour Information: Details of any fixed term or permanent exclusions, summary of behaviour log, Care Plan information (CLA only) and important dates e.g. court appearances</p>		

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Education Information: KS3 KS4 (please tick the relevant phase)
Any current or previous AP/ alternative education offered/taken up?

In what subjects and/or activities has the pupil shown a positive interest or achievement?

Current Curriculum Arrangements and Support: *Include any option choices, additional support entitled to or receiving e.g. Pupil Premium. Attendance in alternative provision to include type of placement e.g. vocational*

Family CAF Initiated: Yes No If no please say why not

Date Initiated:

Date of Next Meeting:

Name of Lead Practitioner:

Name of Organisation:

Contact Details:

Postcode:

Telephone:

Mobile:

Fax:

Email:

Child's Personal Information: *Include home circumstances, recent bereavement or any other relevant information*

Any Additional Information: *Include a detail case study of the young person to include positive attributes, known concerning behaviour with outside parties, impact on peer group, interests and membership to groups or clubs*

Gang Related Issues: Yes No

Include known details

RISK ASSESSMENT

Risk		0	1	2	3	4	5
Assessment 0= Unlikely 1= Improbable 2= Small possibility 3= Possible 4= Probable 5= Certain	1. Physical risks the young person has presented to themselves? <i>e.g. Self-Harming, threats of self-harming</i>						
	2. Physical risks the young person has presented towards peers						
	3. Physical risks the young person has presented towards adults especially teachers or carers						
	4. Unpredictable behaviour						
	5. Irrational behaviour						
	6. Persistent defiance						
	7. Refusal to follow instructions						
	8. Concerns regarding the young person absenting themselves from accommodation or school without authority? <i>Including truancy from lessons</i>						
	9. Verbal aggression towards peers						
	10. Verbal aggression towards adults						
	11. Threatening behaviour towards peers						
	12. Threatening behaviour towards staff						
	13. Has issues around alcohol misuse						
	14. Risk issues as a result of drugs or solvent abuse?						
	15. Has damaged property						
	16. Arson						
	17. Has been found in possession of an offensive weapon						
	18. Verbal bullying of peers						
	19. Physical bullying of peers						
	20. Has exhibited racist behaviour						
	21. Has made unsubstantiated allegations against staff						
	22. Risk issues as a result of any sexually inappropriate behaviour by the young person or others						
	23. Physical intervention required						
	24. Risks relating to transport issues to and from school?						
	25. Any underlying medical conditions? <i>e.g. ADD, Mental Health issues, visual impairment, ADHD, autism, Asperger's Syndrome</i>						
	26. Any Risk issues relating to food or drink?						
	27. Any Child Protection Issues? <i>e.g. Outstanding Investigations</i>						
	28. Other factors which should be taken into consideration? <i>e.g. Other trigger points</i>						
TRIGGER/ISSUE:							
TOTAL SCORE:							

For Links staff only to complete

HANDLING PLAN

Appropriate Control measures to reduce risk:-

*Please be aware that within Links Academy the following measures to reduce risk are already in place:
- Herts Step trained staff, Small group teaching, Specialist Behaviour Team and Mentor support,
Personal Plan, staff skilled in SEN/Emotional literacy, Daily briefing and de-briefing procedures, regular reporting and review.*

1. Personal Handling Plan

2. Reduction in Centre numbers/Increase in staffing numbers

3. Appropriate group dynamics

4. Other (please specify below) this may include RAMP

Completion of Risk Control Measures:

Signature:

Parent informed: Yes/No

(staff name)

Date: