2024



**Ardmore House – Application for Outreach Support (SS1 Referral Form)**

Please complete referral form as fully as possible with all the relevant documentation

**General Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***School Name:*** |  | ***Telephone:*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***SENCo / School Contact:*** |  | ***Email:*** |  |

**Child’s Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Forenames:*** |  | ***Surname:*** |  |

|  |
| --- |
| ***Address: (include postcode)*** |
|  |

|  |  |
| --- | --- |
| ***Date of Birth:*** |  |

|  |  |
| --- | --- |
| ***Gender:*** | Male / Female / Other |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Form / Class:*** |  | ***Key Stage:*** |  |

|  |  |
| --- | --- |
| ***Looked After Child (LAC)?*** | Yes / No |

|  |  |
| --- | --- |
| ***Looked After Status:*** | Foster Care / Residential / Respite Care |

|  |  |
| --- | --- |
| ***Key Worker Details:*** |  |

|  |  |
| --- | --- |
| ***Child Protection Register*** | Yes / No |

|  |  |
| --- | --- |
| ***Care Order in Place*** | Yes / No |

|  |  |
| --- | --- |
| ***Social Services Involvement*** | Yes / No |
| If yes please give name, address and contact number of social worker(s) involved. | |

**Contact details of person with parental responsibility:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Forenames:*** |  | ***Surname:*** |  |

|  |
| --- |
| ***Address: (include postcode)*** |
|  |

|  |  |
| --- | --- |
| ***Telephone:*** |  |

**Referral Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Code of Practice:*** | **2** | **3** | **4** | **5 –** Attach Statement |

|  |
| --- |
| ***Reason for Referral:*** |
|  |

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| --- |
| ***Strategies used to date:*** |
|  |

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| --- |
| ***Responses to strategies used:*** |
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| --- | --- |
| ***Has a Risk Assessment been carried out?*** | Yes / No (if Yes, this must be attached) |

|  |  |
| --- | --- |
| ***Has a Risk Management Plan been devised and implemented?*** | Yes / No |

|  |  |
| --- | --- |
| ***Has pupil been suspended?*** | Yes / No |

|  |  |
| --- | --- |
| ***Has the pupil had multiple suspensions?*** | Yes / No |

Please include suspension list – details, dates, duration

|  |  |
| --- | --- |
| ***Attendance Concerns?*** | Yes / No / EWS (Education Welfare Service) |

|  |  |
| --- | --- |
| ***Is pupils’ attendance below 85%?*** | Yes / No |
| If Yes, provide date as to when a referral was made to EWS and details of Educational Welfare Officer involved. | |

|  |  |
| --- | --- |
| ***Most recent school report attached?*** | Yes / No |

|  |  |
| --- | --- |
| ***Referral to other Board Services?*** | Yes / No |
| Please give details: | |

|  |  |
| --- | --- |
| ***Additional Comments:*** | Child Protection / Mental Health Concerns, etc… |
| Please give details: | |

|  |
| --- |
| ***Any other factors that may have contributed to child’s presenting difficulties:*** |
|  |

**Signatures:** Written consent from parent / guardian is needed for support to commence!

***School Principal:***

|  |  |
| --- | --- |
| School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Parent / Guardian: (Parent or person exercising parental responsibility)***

I have read and discussed this completed form and agree to it being forwarded to the Outreach Support Team for consideration and possible support.

|  |  |  |
| --- | --- | --- |
| Signed: | Print Name: | Date: |

**Checklist**

Use this checklist to ensure that your application for Outreach Support is completed correctly and any additional information / documentation is included.

|  |  |
| --- | --- |
| **Documentation** | **Included** |
| Parental / Guardian signed consent on SS1 Form |  |
| Behaviour Report (SIMS) |  |
| Attendance Report (SIMS) |  |
| Risk Assessment (if necessary, especially if physical assault has occurred) |  |
| IEP / PLP |  |
| Statement |  |
| School Report |  |
| Any necessary Child Protection Information |  |
| Suspension List |  |