

**Education Welfare Pupil Referral Form**

**Academic Year 2020 - 21**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Child |  | DOB |  |
| Ethnicity |  | Gender |  |
| School name and address |  | | |
| UPN |  | Year Group |  |
| Home address of child: |  | | |
| Current attendance: |  | | |

|  |  |
| --- | --- |
| Name of parent/carer: | Address:  Email address: |
| Name of parent/carer: | Address:  Email address: |

**Please indicate Y/N and contact details where appropriate**

|  |  |  |  |
| --- | --- | --- | --- |
| ECHP |  | Pupil premium |  |
| K |  | Early Help assessment |  |
| No SEND |  | Child in need plan |  |
| LAC |  | CP plan |  |
| Previously Elective Home Education |  | Medical needs: |  |

|  |
| --- |
| Further information including: Reasons given for absence, additional classroom support, alternative provision. |

**EVIDENCE OF SCHOOL/PROVIDER ACTIONS**

Please ensure the following paperwork, *where relevant*, is attached to this referral. It will not be possible to process the referral without it and it will be returned to the school

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Certificate |  | Records of meeting with parents |  |
| Letters to parents |  | Records of home visits |  |

|  |
| --- |
| I confirm that the school **will not** routinely authorise any further absences without justifiable evidence and that parents have been advised of the fact that this referral has been made to Education Welfare  Contact person:  Education Welfare Officer:  Date:  IMPORTANT: CONFIDENTIALITY SHOULD BE OBSERVED AND COMPLETED FORMS PLACED ON THE PUPIL’S FILE. THIS FORM MAY BE SHOWN TO THE PARENT/GUARDIAN AND COULD BE USED AS EVIDENCE IF COURT ACTION IS TAKEN.  **To prevent delay, it is important that the referral form is completed in full and appropriate evidence provided. You will need to ensure the information is accurate including full names, address and dob of parents/carers. The GDPR provisions do not apply to personal data where disclosure of the data is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings) or statutory duties, nor does it prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.** |

Please submit referral form to: **educationwelfare@northumberland.gov.uk**