



## Academic Year 2019 - 2020

Pupil's Name:	DOB: M/F:
Parent/Carer's name: dob: Telephone no:	Address:
Parent/carer's name: dob: Telephone no:	Address:
School: Address:	Telephone no:
Year Group:	Unique Pupil no:
Ethnic origin:	SEN:
Medical Needs:	LAC: YES / NO
Please indicate if the pupil has : Pupil Premium Early Help Assessment Child in need plan Social Care involvement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Further information including: Reasons given for absence, additional classroom support, alternative provision.	
Current Attendance: %	

## 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 ☒ Letters to parents ☐  
Records of meetings held with parents ☐  
Records of home visit made by Support Worker ☐ Referral to other agencies ☐

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](mailto:educationwelfare@northumberland.gov.uk)