|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Education Welfare Service**  **Assessment and Referral Form**  Please return to ews@brent.gov.uk or your link EWO | | | | | | | | | | | | | |
| **REASON FOR REFERRAL DATE OF REFERRAL …………………………………….** | | | | | | | | | | | | | |
| **Children Missing Education**  (Child missing from school without explanation and the family  cannot be contacted) | | | | **Unauthorised Term Time Leave**  (One form needed per pupil for penalty) | | | | | | | | | |
| **Persistent Absence**  (Ten week casework) | | | | **Elective Home Education**  (Parent writes to the Head to say they are withdrawing their child  to educate them at home) | | | | | | | | | |
| **1. PUPIL DETAILS** | | | | | | | | | | | | | |
| Forename |  | | | | Surname | |  | | | | | | |
| Date of birth |  | | | | Gender | | Male | | |  | Female | |  |
| Pupil UPN |  | | | | NC Year | |  | | | | | | |
| Ethnicity |  | | | | Nationality | |  | | | | | | |
| Religion |  | | | | Pupil Premium | | Yes  No | | | | | EAL |  |
| If EAL is ticked, please specify first language | | |  | | | NHS Number | | |  | | | | |
| Known vulnerability factors | | CP  CIN  LAC  Post LAC  CSE  Gangs  Young Carer | | | | | | | | | | | |
| Diagnosed need | | Autism  ADD  ADHD  Aspergers | | | | | | Other… | | | | | |
| Health Needs | |  | | | Disability | | |  | | | | | |
| EHC Plan | | | | | SEN Support | | | | | | | | |
| Has an Early Help Assessment (EHA) been made? | | | | | | | | Yes | | | | No | |

**2. PARENT/CARER OR SIGNIFICANT OTHER DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contact 1 | Contact 2 | Contact 3 |
| Full name |  |  |  |
| Date of birth |  |  |  |
| Parental responsibility |  |  |  |
| Relationship to child |  |  |  |
| Address |  |  |  |
| Email address |  |  |  |
| Telephone number |  |  |  |
| Interpreter required |  |  |  |
| Type of interpreter |  |  |  |

|  |  |  |
| --- | --- | --- |
| Name of sibling(s) | School of sibling(s) | Receiving support from other agencies? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. SCHOOL DETAILS** | | | | |
|  | | | | |
| School name |  | | | |
| Telephone number |  | Fax number |  | |
| Keyworker name |  | Email address |  | |
| Referrer's name |  | Referrer's job title |  | |
| Referrer's telephone number |  | Referrer's email |  | |
| Referral discussed with Education Welfare Officer? | | | Yes | No |

|  |  |
| --- | --- |
| Date of Referral |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4. ATTENDANCE** | | | | | |
|  | | | | | |
| Period | Percentage | | | | |
| Attendance | Authorised absence | | | Unauthorised absence |
| Current academic year |  |  | | |  |
| Last academic year |  |  | | |  |
|  | | | | | |
| **CHILDREN MISSING EDUCATION**  (Please provide a copy of the child’s attendance report and leaver form if you have one) | | | | | |
| Emergency/Alternate contact |  | | Tel/Email |  | |
| GP Details |  | | | | |
| Any known reason for absence?  Please advise if you have any  information about the child’s  current whereabouts  (please provide copies of booking  confirmation/ plane tickets if leaving the Country) |  | | | | |
| Attempted contact with family?  (Phone calls, emails, letters) |  | | | | |
| Any further relevant information? |  | | | | |
| Date last attended school |  | | | | |

**ELECTIVE HOME EDUCATION**

Please provide copies of the student’s attendance record and relevant correspondence/reports regarding attendance, attainment and behaviour.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reason for Elective Home Education |  | | | | |
| Parent’s deregistration letter attached? | Yes | No | School’s acknowledgement letter to parent attached? | Yes | No |
| Details of communication with the parent. Please include reasons given by parent for choosing to home educate their child. | | | | | |
|  | | | | | |

**PERSISTENT ABSENCE**

(Please provide the student’s attendance record)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Emergency/Alternate contact |  | | | Tel/Email |  | |
| GP Details | |  | | | | | | |
| Details of communication with the parent/child. Please include the reasons given for absence and information on the advice/support provided to the student and parent | | | | | | | | |
|  | | | | | | | | |
| Please provide details of meetings with parent and child to discuss attendance (please include school interventions) – dates and summary of impact. Please include comments made by parents and the child regarding the referral to EWS. | | | | | | | | |
|  | | | | | | | | |
| Has a pre-referral meeting been held? | | Yes | No | If Yes, Pre-referral meeting date | | |  | |

**Signs of Safety Assessment**

Please complete Signs of Safety Assessment for the three sections above. Please give details of the following: Nature of concern(s): What makes the problem worse? What intervention has worked? Child’s strengths and successes? Parental engagement? Relationship with staff/peers? Significant events within the family, e.g. divorce, bereavement? Health concerns? Risk concerns? Safety concerns? Issues around identity e.g. race, gender, sexuality?

|  |  |  |  |
| --- | --- | --- | --- |
| What is working well? | What are you concerned about? | What needs to happen next? | What support do you think would be most effective? |
|  |  |  |  |

**UNAUTHORISED TERM TIME LEAVE**

(One form per child for penalties)

|  |  |  |
| --- | --- | --- |
| Are you requesting a Formal Warning or a Penalty Notice? | Formal Warning | Penalty Notice |
| Has the school notified all parents in writing of the use of Warnings/EPNs this year? | Yes | No |
| Has the parent completed a school term time leave request form? (if Yes please provide a copy) | Yes | No |
| If a leave request has been rejected, please attach a copy of the letter warning parents that they risk an EPN if they take their child out of school | | |
| Any further information or communications? |  | |

Please provide copies of the child’s attendance record as well as other relevant documentation, i.e. flight tickets, medical certificates.