

**SCHOOL INFORMATION** – this is required to establish whether the child’s application should be considered in accordance with our Fair Access Protocol and/or to provide the allocated school with early notice of the possible need for a support package for the child.



**TO BE COMPLETED BY THE HEADTEACHER OF THE CHILD’S CURRENT SCHOOL OR MOST RECENT SCHOOL IN THE UK**

**Child’s Name:** \_\_\_\_\_ **Date of Birth:**     /     /

Is the child still on roll at your school?    Yes  No

What date was the child put on roll at your school?     /     / Date leaving (if applicable):     /     /

**ATTENDANCE**

Attendance (%)		Period Covered	
Punctuality	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>

**SPECIAL NEEDS**

SEN Support: Yes  No     Statement / EHCP Plan: Yes  No

**EXCLUSION**

Please give details of any exclusions relating to this child, including dates and reasons

Dates		Length	Reason
	to		
	to		
	to		
	to		
	to		

**MANAGED MOVE**

Has a ‘managed move’ been arranged for this child in the last 12 months? : Yes  No

If yes, please give details of the situation that led to the offer of a managed move, the date of the offer and applicable why you refused this offer.

**ATTAINMENT (NATIONAL CURRICULUM LEVELS)**

Key Stage 2	Expected Levels		
	Below	At	Exceeding
Reading			
Writing			
Maths			

Results at Key Stage 3		
Maths	English	Science

**Key Stage 4**

Subject	Exam Board	Course Code	Date course began	Where was the course studied?

Any other comment you wish to make about the child’s progress:

**OTHER INFORMATION**

Have you had any cause to liaise with any other professionals/education specialists regarding this child? Yes  No  If yes, please indicate the services involved and the reasons.

Has a CAF been carried out or is one being considered? Yes  No  If yes, please state the reasons for requesting a CAF:

Are there any possible grounds for considering that this child should be transferred using the Fair Access Protocol? Yes  No  If yes, please give details:

What strategies have been put in place to support the pupil in your school?

**DISCUSSION WITH SCHOOL**

Has the transfer been discussed with the school? Yes  No

Do you support the transfer application? Yes  No

In considering the application for a school place, do you have any comments to make to enable us to make a decision relating the placement/level of support required?

Name:

Position within the school:

Name of the school:

Telephone number:

Email address:

Signature:

Date: