**INFORMATION NEEDED FROM SCHOOLS**

**To support the referral to ESMA, please provide the following information…..**

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| **Pupil** |  | **DOB** |  |
| **SCHOOL** |  | **Year** |  |
| **DSP**  (Designated Senior Person for Child Protection) |  | **SENCO**  (Special Educational Needs Co-ordinator) |  |

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| **Parent / carer(s) Contact Details** | | | |
| **NAME** |  | **HOME** |  |
| **EMAIL** |  | **MOBILE** |  |

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| **For pupils with SEND/Mental or Emotional Health Needs, please indicate which if any of the following interventions or strategies have been utilised** | | | | | | | | | |
| **ASD guidelines**  **(Nat. Autism Society)** |  | **Tools for Schools** |  | **School Counsellor** |  | **Reduced Timetable** |  | **Emotional Literacy** |  |
| **Buddy** |  | **Key Worker** |  | **Pen Portrait** |  | **TA Support** |  | **Mentor** |  |
| **Circle of friends** |  | **Meet and Greet** |  | **Pupil Premium** |  | **Time Out Card** |  | **Resilience work** |  |
| ***Other – give details*** | | | | | | | | | |
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| **Details of other agencies involved with pupil** |
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| **What are current timetable expectations?** | | | | | |
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| **Copy of present attendance certificate attached?** |  | **Current School Timetable attached?** |  | **Medical evidence is attached?** |  |

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| **Teacher Information** | | | | | | | | | | |
| **SUBJECT** | **NAME** | | **EMAIL** | | | **PHONE NO** | | | **DAYS WORKED** | |
| ***English*** |  | |  | | |  | | |  | |
| ***Maths*** |  | |  | | |  | | |  | |
| ***Science*** |  | |  | | |  | | |  | |
| **School Levels or Predicted Grades for GCSE:** | | **ENGLISH** | |  | **MATHS** | |  | **SCIENCE** | |  |

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| **Assessment Data** (please provide details of any recorded data) | | | | | | | |
| **EYFS Profile** |  | **English (KS1)** |  | **Maths (KS1)** |  | **CAT Data** |  |
| **English (KS2)** |  | **Maths (KS2)** |  | **Science (KS2)** |  | **End of next KS Predicted Levels** |  |
| **English (KS3)** |  | **Maths (KS3)** |  | **Science (KS3)** |  | **WRAT Data** |  |

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| **Examination courses** (including specification board, codes, tier, GCSE, etc.) | |
| **English** |  |
| **Maths** |  |
| **Science** |  |

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| **Scheme and/or Sequence of Work** (Year 9 / 10 / GCSE) **with appropriate Textbooks** |
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| **Is the pupil on SEND** (Special Educational Needs & Disability) **/ Inclusion register?** | **Yes / No** |
| **Does the pupil have an EHCP/Statement?** | **YES / NO** |
| **If so, attach IEP** (Individual Education Plan) **& any EP Reports, etc…** | |
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| **Pupil Premium** (details on how it has been used) **i.e:** | | |
| **TA support** |  | **Other** |
| **School Trip** |  |  |
| **Revision Sessions** |  |

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| **Log-on details of VLE** (Virtual Learning Environment) **& SAM Learning, etc.** |
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| **Please return to…..** | |
| **ADDRESS** | **EMAIL** |
| Children’s Services, Integrated Services for Learning  **SEND Specialist Advice and Support**  Post Point: AP2115, 1st Floor, Apsley 2, Brindley Way  Hemel Hempstead, Hertfordshire, HP3 9BF | [stadac.islteam@hertfordshire.gov.uk](mailto:stadac.islteam@hertfordshire.gov.uk) |