



Hartwell Attendance Support Service: Referral Form

REFERRAL CRITERIA: Students considered appropriate for referral to the ASU are those who present as having social, emotional and/or mental health issues which are impacting on their ability to be in school and as a result may be completely absent or have exceptionally low attendance. The expectation is that these concerns are already acknowledged, there will have been significant strategies implemented to try and bring about an improvement and parent/carers will be accessing support or will be open to the idea of doing so. School must be willing to work with the ASU team to re-engage the student with learning and to ensure an onwards plan is in place. The provision is not appropriate for students around whom there are behaviour concerns and or/absence from school condoned by the adults responsible for them, or who appear to be on a pathway toward possible permanent exclusion

Referral to be sent to: Jo Fear Head of Admissions Civic Centre, Enfield EN1 3XQ Jo.fear@enfield.gov.uk	Date of Referral:
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Name of Pupil:	Date of Birth:
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UPN:	ULN:
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Parent/Carer Names:	Address:
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Parent/Carer Contact Numbers:

Does the student have additional needs/and EHCP?
 If so, please give details/attach a copy.
 Any referral of a pupil with an EHCP needs to be agreed by SEN. Name of SEN Officer in agreement with the placement:

If not, SEN status?

School:	Named link person in school:
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Contact Number:	Contact Number/ Email of link person:
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Has behaviour caused any concerns? YES/NO Are other agencies involved? YES/NO

If Yes please specify which agencies and level of intervention:



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For a medical referral evidence is required:

- Medical certificate
- Letter from medical staff
- Medical condition and barriers to school attendance with projected timescale

Evidence Attached:

Reason for Referral: Please continue on another sheet if necessary.

What do you hope that this referral will achieve? What are your expected outcomes?

If the referral is accepted and support agreed there is an expected commitment from the referring school that they attend all review meetings. A referral will only work if the professionals involved work in partnership in the best interests of the student. Failure to attend review meetings may result in the student's placement being cancelled.

A referral will be returned unless it has been signed below by both the person filling in the referral form and the Head Teacher of the school.

Referrer

Print Name:

Signed:

Head Teacher

Print Name:

Signed: