



School/Local Authority Referring		Date of Referral:
Name of Child or Young Person		School Year

REASON FOR REFERRAL:

Linked-Learning Ltd is an interim provider of education up to 15 hours in total per week. The School, Academy or Local Authority are wholly responsible for the full-time education package of the student named on the referral.

Tell us about the child/young person including their likes, dislikes, favourite subjects, people, food and places they like:

Which service provision is required?
Please highlight the requested education service.
You may highlight more than one provision if a hybrid approach is required, or you are not sure at this stage.

In Centre Provision	Online learning ***	Tuition in Home or Residential placement	Tuition in school

Please give a brief overview of subjects required and days/hours per week (Please note the maximum we can provide in one week is 12 hours)

*****For Online learning does the child or young person have access to either a desktop or laptop computer connected to Wi-Fi, please highlight: YES/NO**

Please note, for safeguarding reasons, Desktop computers would need to be in a social space such as a lounge or kitchen area not a bedroom. If the child or young person does not have home access to a computer, is the school prepared to loan a computer for the duration of the tuition please highlight: YES/NO

**It is a requirement that there must be a suitable adult in the home during home tuition sessions and supervision in the home for online teaching sessions.
Home tuition request will require a risk assessment prior to agreement of provision.**

SCHOOL DETAILS in full	
Name of School/Academy/Virtual School/LA	Address & Postcode
Name of Referrer	Position of Referrer
Contact Number (include Ext)	Contact email:
Is the referrer the budget holder?	YES/NO
YOUNG PERSON INFORMATION (in full)	
Legal Surname	Legal Forename/s
Preferred Surname	Preferred Forename
Date of Birth	
Address & Post code	
Ethnicity	Known Religion
Gender/ Identifies as: Male Female Gay Bisexual Transgender Fluid Gender Other	
Unique Pupil Number	
Parent or carers details (in full)	
Parent/Carer Name	Relationship to young person
Contact 1: Primary person contact details	Address: (if different from above)

Mobile:		
Landline:		
Email:		
Parent/Carer (must be included if there is a joint parental responsibility)	Relationship to young person	
Contact 2:	Address (if different to above):	
Mobile:		
Landline:		
Email:		
Emergency Contact details:	Relationship to young person	
Telephone number:	Address:	

Safeguarding	
Provide details of any safeguarding issues when interacting with the young person's Parents/Carers at school or at their home:	
Is the child/young person known to social care at the time of referral?	YES/NO If YES, please give details
Has the child or young person been in care ?	YES/NO
Does the young person currently have LAC status or Relevant Child Status?	
Has there been any child protection concerns for this young person?	YES/NO
Is the young person a young carer?	YES/NO

Is the young person a young parent?	YES/NO
Detail previous schools the young person has attended (including managed moves) Include the dates they attended.	
Name of School attended	Dates attended
Medical Issues and allergies	
Does the young person have any medical conditions that will impact on their education with Linked-Learning Ltd teachers and staff?	YES/NO If yes provide details, including any medication they are on/will need to take during education hours:
Does the young person wear spectacles or use hearing aids?	YES/NO
Does the young person have any allergies ?	YES/NO Please provide details of allergies and medication provided e.g., antihistamine /EPI Pen* or Inhaler*

*** Please not all allergies must be recorded. If a young person is to attend the Centre and requires or may require allergy medication during the time in Centre, this must be provided to the Centre in advance and remain in the Centre at each time the child or young person attends the Centre.**

ATTENDANCE				
Attendance in the current academic year (%)	Attendance in the previous academic year (%)	Part-time timetable (please state hours)	Attendance on Off-Site Provision (%)	Have attendance proceedings ever been instigated?
EXCLUSIONS				
Dates of exclusion		Number of days excluded	Detailed reason why excluded	

Does the young person attract Pupil Premium Funding? YES/NO If yes complete the following		
Detail the use of Pupil Premium funding to date		
Detail the outcomes/impact of these interventions		
Does the young person have Free School Meals? YES/NO	Will the young person require a luncheon to be provided for them as part of their provision at Linked-Learning Ltd YES/NO	
Does the young person have any allergies or specific dietary requirements?	Details including allergies mentioned above	
ECHP/SEN Action Does the young person currently have a statement of SEN or EHC Plan?	YES/NO If YES, please give: The date the EHCP was agreed: Next review date: Category of need: Funding band:	
Has the child or young person been put forwards for Statutory Assessment?	YES/NO	
Is the school in the process of collating information to begin the process?	YES/NO	
Has the young person been seen by an Educational Psychologist?	YES/NO	

Additional Professional Services /Support (involved with the child or young person)			
Agency	Contact name	Telephone/E-mail address	Comments
Educational Psychologist			
Social Services			
Youth Offending Team			
CAMHS			
Speech and language therapist			
GP/Specialist Doctor			

Drugs or alcohol supporting agencies			
Other			

Attainment, please provide levels of attainment where known or last known.			
KEY STAGE 1& 2			
End of Key Stage 1 attainment – Teacher assessment	Numeracy	Literacy	Reading
End of Key Stage 2 predicted Levels	English	Maths	Science
End of Key Stage 2 Test Outcome			
Additional information			
Reading age		Date assessed	
Comprehension age		Date assessed	
Spelling age		Date assessed	
Exam concessions Given for statutory tests.(SATS)	Please state:		
Key Stage 3	English	Maths	Science
Most recent assessment			
Predicted Level End of KS4			
Key Stage 4	English	Maths	Science
Most recent assessment level /teacher assessment			
Date of assessment			
Predicted level of attainment at GCSE			
Other qualifications BTEC, GCSE	Awarding Body/Exam Board	Current working level/grade	Predicted working level/grade
Additional information			

Reading age		Date assessed	
Comprehension age		Date assessed	
Spelling age		Date assessed	
Any other Standardised test score/scores	Please give name of Test and standardised scores plus date that the test/s were administered		
Exam concessions agreed or required – give details including date of testing:			
Please note standardised testing is valid for 26 months from the date of assessment.			
Any additional information you think we should know:			



Risk Assessment

BEHAVIOUR (Please mark an 'X' in the boxes applicable.)								
Is there a risk of:	None	Low		Medium		High		Provide detailed examples of the young person's behaviour including frequency
		1	2	3	4	5	6	
Harm or physical aggression towards other young people								
Threats towards other young people (including cyber bullying)								
Threats towards members of staff								
Harm or physical aggression towards staff								
Harm or physical								

aggressions towards members of the public							
Name calling or verbal abuse							
Racist abuse							
Refusal to follow instructions							
Vandalism							

VULNERABILITIES					
Is there a risk of:	None	Low	Medium	High	Provide a detailed explanation of the young person's vulnerabilities
Absconding					
Being bullied including cyber bullying					
Domestic Violence					
Radicalisation					
Risk taking behaviour					
Self-harm					
Sexual exploitation					
Substance misuse					

Other				

HEADTEACHER / PRINCIPAL /LOCAL AUTHORITY CONSENT	
I agree that this referral may be made, and that all the information required has been provided and is up to date and accurate	
NAME	
POSITION/JOB TITLE	
SIGNATURE	
Date	
Governing bodies of maintained schools have the power to direct a pupil off-site for education to improve his or her behaviour. Section 29A of the Education Act 2002, introduced by the Education and Skills Act 2008 must be adhered to.	

Office Use Only	
Date Received	

What happens next?

Following the submission of this form to Linked-Learning Ltd, We will assess the information and contact the named referrer on the form to discuss whether we can meet the needs of the child or young person. If it is agreed that we can meet need and the budget holder has agreed a budget, the next step is to invite the child/young person into the centre for a meet & greet.

For online learning packages, our team will contact the named parent/carer and discuss how we work, our online learning policy and the sessions we can provide.

For outreach, we will need to complete a home check/safeguarding risk assessment to ensure that the property is a safe environment in which to teach and conducive to learning. We produce a risk assessment and there is a **£60.00** charge for this service regardless of whether the provision is commissioned following this assessment.

For further information or an informal chat prior to completion of this form, please contact Brett Stevenson on 07847 252340