

Other agencies involved (please tick). Please attach reports or provide details on an extra sheet.

Educational Psychologist Service	<input type="checkbox"/>	Youth Offending Service	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
Behaviour Support team or PRU	<input type="checkbox"/>	Child and Family Service	<input type="checkbox"/>	Social Care (see below)	<input type="checkbox"/>
Education provided other than at school	<input type="checkbox"/>	Refugee and Traveller Service	<input type="checkbox"/>	Other	<input type="checkbox"/>
Support for Learning Service	<input type="checkbox"/>	Looked-after team	<input type="checkbox"/>		

Social worker's name:

Phone number of authority:

Please add any other comments you think we may find helpful.

Other support provided

Pastoral support plan (dates and comments)

Number of days lost due to fixed-term exclusion in the last academic year:

Total number of days lost due to fixed-term exclusion whilst at school:

Has this pupil been permanently excluded? Yes ☐ No ☐

If yes, please provide reason(s) below:

Is this pupil at risk of a permanent exclusion? Yes ☐ No ☐

If yes, please provide reason(s) below:

Please add any other comments you think we may find helpful.

To help this child move easily into their future school, please give full contact details below so the school or local authority can discuss the above with you, if necessary. Thank you for your help in completing this form.

Name:

Tel (including extension):

Email:

School name:

Local authority number: Department of education number:

Your signature

Date

School stamp

Important information – checklist for school

Before returning this section to the parent please make sure you have done the following:

Met with the family and discussed the reason(s) for transfer.

Yes

No

Completed all relevant sections of this form.

Yes

No

Added any comments which may be relevant such as any medical or social issues relating to the child or additional support the child has been receiving in school.

Yes

No

If the information provided is not sufficient we will need to contact you to discuss the reasons for transfer.