



Appendix 1

INCLUSIVE SCHOOL FORUM (ISF) REQUEST FORM – VERSION 1

Reason for request

- I am seeking advice and guidance only – please complete PART A and C of this form.
- I am seeking advice and guidance and access to AIF – please complete PART A, B and C of the form

(Please tick)

PART A – MUST BE COMPLETED FOR ALL REQUESTS

SCHOOL DETAILS	DfE NO:	No. on roll:
School submitting request:		
Date of admission into school		
Other schools or settings attended in last 2 years (with dates where known)		
PUPIL DETAILS		
Legal Surname:		First Name:
Former Surname:		
Preferred Surname:		
Date of Birth:		Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Address:		N.C. Year Group:
Postcode:		UPN:

PARENTAL DETAILS (Please detail all parents/carers to be notified. Continue on separate sheet of necessary).

Name:
(Parent/Carer)

Name:
(Parent/Carer)

Address: (if different from pupil)

Address: (if different from pupil)

Postcode:

Postcode:

Tel Home:

Work:

Tel Home:

Work:

Email:

Email:

Has parental responsibility? Yes No

Has parental responsibility? Yes No

If No, please indicate name and address of person having parental responsibility.

If No, please indicate name and address of person having parental responsibility.

Name:

Name:

Address:

Address:

Do any of the parents or carers require help with written English? Yes No

Do any of the parents or carers require the help of an interpreter? Yes No

Brief summary of why the request is being made.

This should focus on a brief description of the needs of the child and information about what you have done already to support the child or young person.

Description of need – we will use this information to analyse the SEND cohort coming through forum

Please indicate the primary area of need using 1. Please then indicate any other areas of need in rank order of prevalence from 2 to 4, where appropriate.
(i.e. 1 = primary need 2 = secondary need etc.) You do not need to rank an area of need that does not apply to the child/young person.

Cognition and Learning	Communication and Interaction	Social, Emotional and Mental Health	Physical/Sensory/Medical

Please provide more specificity by indicating areas of need that apply again using a ranking order with 1 showing primary area of need.

Moderate learning difficulties		Speech and language difficulties		Social difficulties		Physical difficulties	
Specific learning difficulties		Autistic Spectrum Disorder		Emotional difficulties		Visual impairment	
Severe learning difficulties		Social communication difficulties		Mental health difficulties		Hearing impairment	
Profound and multiple learning difficulties				ADD/ADHD		Medical difficulties	

Are there any other known significant factors relating to their SEN? If yes attach copies of relevant information/advice

Health Yes No

Home Circumstance Yes No

Attendance Yes No

Social Relationships Yes No

Attendance Data

At least 3 years attendance data should be provided where available.

Educational Setting	Dates (from-to)	Percentage attendance

SOCIAL SERVICES INVOLVEMENT

Is the pupil known to Social Services? Yes No

Is the pupil in care? Yes No

Name of Social Worker: Area:

If the pupil is a Child in Care, please attach evidence that the Social Worker has been consulted about this submission.

NB: FOR A CHILD IN CARE THE APPLICATION CANNOT BE PROCESSED WITHOUT THE CONSENT OF THE SOCIAL WORKER.

* Has the pupil had a CAF/Early Help (Single Assessment): Yes No

If Yes, please involve the relevant worker/service in planning.

If you are seeking only advice and guidance please move straight to Part C of this form

PART B – To be completed when a school requests Additional Inclusion Funding (AIF)

Please specify the band being requested (Please circle)

Band A

Band B

Band C

Briefly describe what the school will use the additional funding for. (List what additional support is required over and above that already provided. This should be based on recommendations of the outside professionals you have been working with during the graduated approach).

PUT LINE THROUGH

You are required to submit the following EVIDENCE when requesting AIF:

- Description of graduated approach to date including reference to support and written feedback from outside agencies.
- Costed provision map showing current level of provision using normally available resources (element 2 funding up to £6000) and other funding streams e.g. pupil premium.
- Progress over time and current level of attainment and how that compares to the expectation for children of the same age.
- Proposed Inclusive School Provision Plan (ISPP)
- Parent and child views and how they have been involved in the process.

Submission Checklist - Please ensure that all of these are ticked and enclosed when making a request for AIF funding:

- Completed ISF Request Form
- Completed ISPP
- Completed cycles of Assess, Plan, Do, Review (Description of graduated approach)
- Completed Provision Map (showing annual cost)
- Completed Parent/Carer Views
- Completed Pupil Views – One Page Profile
- Copies of current assessments and any relevant written feedback (i.e. CAP/TAC, LSATs, EPs, BSATs, OT, Physio, SIS, CAMHS, SALT)

PART C – MUST BE COMPLETED FOR ALL REQUESTS

Setting declaration

- The contents of this referral have been shared with parents/carers
- All parts of this form have been completed in full

This form has been completed by:

Name:

Job Title

**Signed
(Head Teacher / Owner / Manager / Principal):**

Date:

**Signed
(SENCo):**

Date:

Parental/carers consent

Please tick:

- I confirm that my child's educational setting has discussed this request with me and I have been fully informed in the decision to refer my child to the Inclusive School Forum.

**Signed:
(Parent/Carer)**

Date:

**Signed:
(Parent/Carer)**

Date:

Please return this form electronically to inclusiveschoolforum@telford.gov.uk