

# INCLUSIVE SCHOOL FORUM

## Advice / Guidance Request Form

### Request for Advice / Guidance

All schools are required to fund the first £6000 to meet identified SEN.

Pupil, Parent/Carer and School details					
<b>School: Name and Address</b>		<b>Email:</b>			
		<b>Tel:</b>			
<b>Name of child / young person:</b>		<b>UPN:</b>			
<b>Date of birth:</b>	Click here to enter a date.	<b>Year group:</b>		<b>Gender:</b>	<b>M / F</b>
<b>Parent/Carer Names</b>	<i>(Parent 1)</i>		<i>(Parent 2)</i>		
<b>Parent/Carer contact details</b>	<b>Address:</b>				
	<b>Email:</b>				
	<b>Tel:</b>				
<b>Date of request:</b>	Click here to enter a date.				
<b>School admission date:</b>	Click here to enter a date.	<b>Attendance % (last 12 months):</b>			
<b>When was the child first identified as having SEND?</b>	Click here to enter a date.				
<b>Ethnicity</b>					
<b>EAL</b>					
<b>Is child LAC?</b>		<b>Name of funding authority</b>			
<b>Is the child known to early help?</b>	<b>Yes</b> <input type="checkbox"/>	<b>If yes, please provide a brief description or attach copy of TAC</b>			
	<b>No</b> <input type="checkbox"/>				
<b>Brief description of the special educational needs</b>					

## Advice / Guidance Request Form

Application Details	
<b>Brief summary of why the request is being made</b>	
Setting declaration	
<ul style="list-style-type: none"> <li>• The contents of this referral have been shared with parents/carers</li> <li>• All parts of this form have been completed in full</li> </ul> <p>This form has been completed by:</p> <p><b>Name:</b> _____ <b>Job Title:</b> _____</p> <p><b>Signed (Head Teacher / Owner / Manager / Principal):</b> _____ <b>Date:</b> _____</p> <p><b>Signed (SENCo):</b> _____ <b>Date:</b> _____</p>	
Parental/carer consent	
<p>Please tick:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> I have received a copy of all the information that the school will submit to the Inclusive School Forum</p> <p><b>Signed: (Parent/Carer)</b> _____ <b>Date:</b> _____</p> <p><b>Signed: (Parent/Carer)</b> _____ <b>Date:</b> _____</p>	

Please return this form electronically to [inclusiveschoolforum@telford.gov.uk](mailto:inclusiveschoolforum@telford.gov.uk)

**Please note there is no requirement to complete an Inclusive School Provision Plan (see Appendix 2) with this request.**