



## Appendix 1

### INCLUSIVE SCHOOL FORUM

#### Form A – Advice / Guidance Request Form

#### Request for Advice / Guidance only

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

## Application Details

Brief summary of why the request is being made	
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Are you requesting Outreach support?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Why do you feel Outreach is needed and what do you hope will be the impact?	
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## Parent Views

Has the school informed you about why they are requesting support from the Inclusive School Forum?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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What do you think will help your child?	
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## 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/carer 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Carer)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Carer)

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