

Appendix 1
INCLUSIVE SCHOOL FORUM
Form A – Advice / Guidance Request Form

 **Request for Advice / Guidance only**

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| **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**  [ ] **No** [ ]  | **If yes, please provide a brief description or attach copy of TAC** |
|  |
| **Brief description of the special educational needs** |  |
| **Application Details** |
| **Brief summary of why the request is being made** |  |
| **Are you requesting Outreach support?** | **Yes**  [ ] **No** [ ]  |
| **Why do you feel Outreach is needed and what do you hope will be the impact?** |  |
| **Parent Views** |
| **Has the school informed you about why they are requesting support from the Inclusive School Forum?** | **Yes**  [ ] **No** [ ]  |
| **What do you think will help your child?** |  |
| **Setting declaration** |
| • The contents of this referral have been shared with parents/carers  • All parts of this form have been completed in fullThis 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