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INFORMATION PASSPORT

Notes for completing this form:

* Please ensure you comply with Data Protection & Security guidelines by returning the completed form securely. The preferred method is via AnyComms + or Post. If submitting this form by email, please ensure that that the document is password protected. Send the password in a separate email.
* **This form will not be accepted if not completed in full.**
* If you have any questions about a referral, please do not hesitate to contact the relevant Head of Centre using the details on the last page.
* If a referral is accepted, please note that that admission will still be subject to our receipt of an electronic CTF.

BACKGROUND DETAILS

|  |  |
| --- | --- |
| Name of referring organisation:  |  |
| Referrer’s contact name: |  |
| Contact telephone number: |  | Contact email: |  |
| *If referring organisation is not a school:* |
| Name of last/current school: |  |
| Contact name & details: |  |

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| **PUPIL’S DETAILS** |
|  |
| NAME | DOB | GENDER |
|  |  |  |
|  |
| CURRENT YEAR GROUP | UPN | UCI | ETHNICITY | DISABILITY |
|  |  |  |  |  |
|  |
| **Please indicate whether the pupil falls into the following categories *( form will not be accepted if not fully completed):*** |
|  |  |  |  |  |  |  |  |  |  |
| FSM: | Y / N | LAC: | Y / N | Pupil Premium: | Y / N | GRT: | Y / N | EAL: | Y / N |
|  |  |  |  |  |  |
| Does this pupil qualify for high-needs top-up funding? | Y / N |   |

|  |
| --- |
| **PARENT / CARER / FAMILY DETAILS** |
|  |  |  |  |
| PARENT / CARER NAME | RELATIONSHIP | MOBILE PHONE NO. | HOME PHONE NO. |
|  |  |  |  |
|  |  |  |  |
| ADDRESS | POSTCODE | WORK PHONE NO. |
|  |  |  |
| OTHER CONTACT DETAILS (e.g. email) | OTHER CHILDREN IN HOUSEHOLD IF KNOWN |
|  |  |
|  |
| **Is the pupil aware of this referral?** | Y / N | If ‘Yes' what is their view of this proposed placement? |
|  |
| **Is the parent / carer aware of this referral?** | Y / N | If ‘Yes' what is their view of this proposed placement? |
|  |

REFERRAL DETAILS

|  |
| --- |
| **TYPE OF REFERRAL *(please tick)*:** |
|  |  |  |  |  |  |  |  |  |  |
| LEVEL 1BEH. SUPPORT |  | LEVEL 2AP RE-ENGAGE |  | LEVEL 3INTERVENTION |  | LEVEL 4 PERMANENT |  | PERMANENTEXCLUSION |  |

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| **REASONS FOR THE REFERRAL *(please tick all that apply)*** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ATTENDANCE |  | BEHAVIOUR |  | EMOTIONAL |  | ANXIETY |  | TRAUMA |  | BULLYING |  | PEx |  |
|  |
| *Details:* |
|  |
|  |  |
| *History of interventions to date:* | *Date* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Successful Strategies | Unsuccessful Strategies |
|  |  |

SCHOOL DATA

|  |
| --- |
| **SPECIAL EDUCATIONAL NEED *(please tick)*:** |
|  |  |  |  |  |  |  |  |  |  |
| P |  | K |  | EHCP PENDING |  | EHCP IN PLACE |  |
|  |
| **ATTENDANCE RECORD *(current / most recent academic year): Please include a copy*** |
|  |
| Attendance (%) |  | Authorised (%) |  | Unauthorised (%) |  | Edu welfare Involved? |  |
|  |
| **FIXED TERM EXCLUSIONS** |
|  |
| Reasons / type | Dates from / to |
|  |  |
|  |  |
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| --- |
| **ATTAINMENT** |
|  |
| ENGLISH LEVELS | MATHS LEVELS | SCIENCE LEVELS |
| KS2: |  | KS3: |  | KS2: |  | KS3: |  | KS2: |  | KS3: |  |
|  |
| KEY STAGE 4 |
| SUBJECT & COURSE / LEVEL | TARGETS & PREDICTIONS | LATEST WAG |
|  |  |  |
|  |  |  |
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CONTEXT

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| **PUPIL’S STRENGTHS / INTERESTS** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Details:* |
|  |

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| --- |
| **BARRIERS TO LEARNING** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Details (e.g literacy, numeracy, home support, health, diet):* |
|  |

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| **RELATIONSHIPS** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Details (e.g. with peers, staff & adults, community, home):* |
|  |

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| **OTHER AGENCY INVOLVEMENT** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Is this pupil and/or their family involved with Social Care?* | Y / N |  | *Social Care contact name / details* |
| *If YES, please indicate the level of involvement below and provide contact details* |  |
| CP |  | CIN |  | EHA |  |  |
|  |  |  |
| *Please list any* ***other agencies*** *involved with the pupil and/or family together with contact names and whether their involvement is current (ongoing) or historic:* | *Contact details* | *Current / Historic?* |
|  |  |  |
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HPRS – SCHOOL AGREEMENT

\*\* *NOT REQUIRED FOR A PERMANENT EXCLUSION* \*\*

**Please indicate (X) the support you would like HPRS to consider:**

|  |  |  |
| --- | --- | --- |
| LEVEL 1 | Behaviour Support |[ ]  *@ £1,600 per programme* |
| LEVEL 2 | Alternative Provision | One day  |[ ]  *@ £80 per week* |
|  |  | Two day |[ ]  *@ £160 per week* |
| LEVEL 3 | Intervention Programme |[ ]  *@ £4,000* |
| LEVEL 4 | Permanent Placement |[ ]  *@ £80 per day (term time only)* |

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| **FUNDING CONFIRMATION \*\* This section of the form must be completed for a place to be agreed \*\*** |
|  |
| *Declaration:* |
| * **I hereby confirm that** Click or tap here to enter text. **will be funding this placement.**
* **The school/organisation agrees to pay for the following programme:** Choose an item.
* Purchase order number :Click or tap here to enter text.

***Invoices are generated at the beginning of a term, course or on the first day a child is working with us.*** |
| NAME: | Click or tap here to enter text. | POSITION: | Click or tap here to enter text. |
| SIGNED: |  | DATE: | Click or tap to enter a date. |

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| **PARENTAL AGREEMENT \*\* This section of the form must be completed for a place to be agreed \*\*** |
|  |
| *Declaration:* |
| **I can confirm that the information provided within this form has been discussed with the parent(s)/carer(s) of the named pupil as well as the reason(s) for the referral and the overall referral process.** |
| NAME: | Click or tap here to enter text. | POSITION: | Click or tap here to enter text. |
| SIGNED: |  | DATE: | Click or tap to enter a date. |



BEHAVIOUR ASSESSMENT TOOL

|  |  |  |
| --- | --- | --- |
| BASIC DETAILS |  | OUTCOMES (SCORES) |
| PUPIL NAME: |  |  | *PART A*EMOTIONAL |  | /30 |
| COMPLETED BY: |  |  | *PART B*CONDUCT |  | /30 |
| ASSESSMENT DATE: |  | IS THIS A BASELINE? | YES |  | *PART C*LEARNING |  | /30 |
| ASSESSMENT POINT: | Autumn / Spring / Summer | YEAR: | 20\_\_\_\_ |  | TOTAL |  | /90 |
|  |  |  |

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| **Part A:** **EMOTIONAL BEHAVIOUR** |
| **Descriptor** | Not at all | Rarely | Sometimes | Fairly often | Often | Always |
| **1. Has empathy***e.g. is tolerant of others, shows understanding and sympathy, is considerate.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **2. Is socially aware***e.g. interacts appropriately with others, is not a loner or isolated, reads social situations well.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **3. Is happy***e.g. has fun when appropriate, smiles, laughs, is cheerful, is not tearful or depressed.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **4. Is confident***e.g. is not anxious, has high self-esteem, is relaxed, does not fear failure, is not shy, is not afraid of new things, is robust.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **5. Is emotionally stable and shows self-control***e.g. moods remain relatively stable, does not have frequent mood swings, is patient, is not easily flustered, is not touchy.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **PART A: EMOTIONAL BEHAVIOUR SCORE** |  |

|  |
| --- |
| **Part B: CONDUCT BEHAVIOUR** |
| **Descriptor** | Not at all | Rarely | Sometimes | Fairly often | Often | Always |
| **6. Behaves respectfully towards staff***e.g. respects staff and answers them politely, does not interrupt or deliberately annoy, does not show verbal aggression.*  | **1** | **2** | **3** | **4** | **5** | **6** |
| **7. Shows respect to other pupils** *e.g. interacts with other pupils politely and thoughtfully, does not tease, call names, swear, use psychological intimidation.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **8. Interrupts and seeks attention appropriately***e.g. does not disrupt unnecessarily, or distract or interfere with others, does not talk when others are talking, does not seek unwarranted attention*.  | **1** | **2** | **3** | **4** | **5** | **6** |
| **9. Is physically peaceable***e.g. is not physically aggressive, avoids fights, is pleasant to other pupils, is not cruel or spiteful, does not strike out in temper.*  | **1** | **2** | **3** | **4** | **5** | **6** |
| **10. Respects property***e.g. values and looks after property, does not damage or destroy property, does not steal.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **PART B: CONDUCT BEHAVIOUR SCORE** |  |

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| --- |
| **Part C: LEARNING BEHAVIOUR** |
| **Descriptor** | Not at all | Rarely | Sometimes | Fairly often | Often | Always |
| **11. Is attentive and has an interest in schoolwork***e.g. is not easily distracted, completes work, keeps on task & concentrates, is motivated* | **1** | **2** | **3** | **4** | **5** | **6** |
| **12. Good learning organisation** *e.g. works systematically, at a reasonable pace, knows when to move on to the next activity or stage, can make choices, is organised.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **13. Is an effective communicator** *e.g. speech is coherent, thinks before answering.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **14. Works efficiently in a group***e.g. takes part in discussions, contributes readily to group tasks, listens well in groups, works collaboratively.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **15. Seeks help where necessary***e.g. can work independently until there is a problem that cannot be solved without help.* | **1** | **2** | **3** | **4** | **5** | **6** |
| **PART C: LEARNING BEHAVIOUR SCORE** |  |

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| **PUPIL RISK ASSESSMENT** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Please complete the risk assessment template on the following page for the pupil concerned.Significant risks and hazards could include:* Absconding / truanting
* Inappropriate relationships in/out of school
* Inappropriate use of technology and/or social media
* Negative influence on peers
* Physical abuse (to peers and/or adults) – threatened or actual
* Verbal abuse (to peers and/or adults)
* Self-harm
* Vulnerable / easily influenced
* Note whether the risks are historical or ongoing and whether they occur under specific circumstances.
* Rate each risk/hazard with a consequence and likelihood, using the tables at the bottom of the page. This will lead to a risk score.
* Record any possible control measures / strategies that may help to reduce the risk.
 |



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| RISK ASSESSMENT  |
| **Pupil Name:**  | **Approved by:**  | **Position:**  | **Dated :**  |
| **Significant Hazards and Associated Risks** | **Those who may be affected** | **C**\* | **L**+ | **RS**(C x L) | **Control Measures (CM’s):** | **Additional Action****Required?** |
|  |  |  |  |  |  |  |
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| --- | --- | --- |
| **\* Consequence** | **+ Likelihood** | **Risk Score (C x L)** |
| Negligible | 1 | Rare | 1 | Low Risk | 1-3 |
| Minor | 2 | Unlikely | 2 | Moderate Risk | 4-6 |
| Moderate | 3 | Possible | 3 | High Risk | 8-12 |
| Major | 4 | Likely | 4 | Extreme Risk | 15-25 |
| Catastrophic | 5 | Almost Certain | 5 |  |

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| SUBMITTING THE REFERRAL |
|  |
| **Please ensure the form is fully completed before submission.**Data protection & security law requires that the completed form is submitted securely via post, AnyComms+ or with password protection. |
| **SUPPORTING DOCUMENTS CHECKLIST**\* PLEASE NOTE \*Should this referral be accepted, we will require a range of supporting documents before a pupil can be offered a place. Please indicate below which of these documents are available to send: |
| Document | Please indicate if available or n/a |
| Most recent school report |  |
| Example of written work and maths work, dated |  |
| Behaviour log |  |
| Attendance register |  |
| School PSP documents |  |
| Statement or Education Health Care Plan |  |
| CAF documents |  |
| AGENCY DOCUMENTS |  |
| * Behaviour Team
 |  |
| * Education Psychologist
 |  |
| * Youth Offending Team
 |  |
| * Social care
 |  |
| * PEP
 |  |
| * CAMHS
 |  |
| * Other *(please specify)*
 |  |
|  |
| **FOR KEY STAGE 3 REFERRALS** | **FOR KEY STAGE 4 REFERRALS** |
| Head of CentreThe Aconbury CentreRoss Road, HerefordHR2 7RLTel: 01432 341 096**ks3admin@hprs.hereford.sch.uk** | Head of CentreSt. David’s CentreConingsby Street, HerefordHR1 2DYTel: 01432 274 485**ks4admin@hprs.hereford.sch.uk** |

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| FOR HPRS USE ONLY |
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| **NOTES** |
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