

FOR BRACKNELL FOREST RESIDENTS ONLY

**PRIMARY
PERMANENT EXCLUSION FAP REFERRAL
FORM (Via Fair Access Panel)**



Schools must complete this form immediately upon the decision to permanently exclude. This form must be sent to the Safeguarding & Inclusion Team along with the PEX notification form. **Debbie Smith, Safeguarding & Inclusion Team Manager must be notified of ALL Permanent Exclusions on the day of decision by email to: education.safeguarding-inclusion@bracknell-forest.gov.uk**

EXCLUDING SCHOOL

SECTION 1

PERSONAL DETAILS

Child's surname	Date of Birth	
Child's forename(s)	Male/Female	Current Year Group

Which Authority do you pay your Council Tax to?

Home address

Postcode

Telephone Number/s

E-mail address

First parent/carer's name and title (living at same address as child)	Relationship to child
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Does this person have parental responsibility for the child?	YES/NO
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Second parent/carer's name and title (living at same address as child)	Relationship to child
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Does this person have parental responsibility for the child?	YES/NO
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Are any of the following applicable to this child?

Y/N SSEN/EHCP? - cannot therefore be referred to FAP

Y/N Looked After Child? - cannot therefore be referred to FAP

If yes name of Foster Carer

Y/N Open to Children Social Care?

Y/N CP

Y/N CIN

If yes name of social worker/family worker

Y/N CAF

If Yes name of lead worker

Y N Medical diagnosis.

If yes please state diagnosis and attach documentation

Are any of the following involved with this child?

Date

Y N Has a statutory assesement been requested

Y N Education Psychologist

Y N FIT/Family Focus

Y N CAMHS

Y N EWS

Y N YOS

Are there any other agencies involved with the family:

Reasons for referral

What do you want the placement to achieve? (success criteria)

Current behaviours that need to be addressed - prioritised

Concerns/threshold frequency chart (NB scale 0-5 0=mild, 3=strong and 5=extreme)

Behaviour Types/incidences eg. inappropriate language, violence	One-off	Occasional	Termly	Monthly	Weekly	Daily	All-day
1							
2							

3								
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4								
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5								
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6								
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Behaviour History

Summary of behaviour demonstrated

Pupils Strengths

Examples of strategies that generate positive outcomes when working with the pupil day to day

Known triggers:-

classroom/curriculum

Unstructured playtime

Examples of strategies that are most effective when pupil presents with challenging behaviour

Intervention strategies

Strategy	Date Implemented	Date Reviewed	Details of support offered

Attainment

Current Assessment levels at (date)

Numeracy..... Reading Writing

Expected levels end of year

Numeracy..... Reading Writing

Other achievements/areas of interest

Attendance/Punctuality

What is the pupils current attendance %

What was the pupils attendance last academic year %

Are there any attendance issues Y/N

Please give details

Please ensure all relevant documentation as indicated below has been shared with the receiving school. This is not required by the panel (except risk assesment)

- Notes of discussion of meeting with parent regarding application
- Pastoral Support Programme (PSP)
- Pupils with attendance issues Action Plan (AP)
- Record of Attendance and action plan
- Record of referrals to external agencies
- SEN support plan
- Individual Education/Behaviour Plan
- Assessment information
- Exclusion Information - dates and reasons
- Individual Provision Maps
- Risk assessment
- Medical needs plan
- CIN/CP plan
- Statement/EHCP
- Other - please state

Is there any other information that we need to be aware of to appropriately place this child?

Pupil's views in relation to the referral

PARENT TO COMPLETE THE FOLLOWING SECTIONS

The personal information you have provided within this form will be used for the admissions process only and dealt with in accordance with the Data Protection Act 1998. It may be shared with relevant departments in Bracknell Forest Council, other Local Authorities and admissions authorities, schools and government agencies where necessary as part of the admissions and fair access and managed move processes.

The authority reserve the right to carry out further investigations and require additional evidence to verify information contained in this form.

I certify that the information I have given on this form is correct and that I have parental responsibility for the child named on this form.

I understand that the authority reserves the right to verify any of the information given on this form and that any offer of a place will be on the basis that the information supplied is accurate and current. Any place offered may be withdrawn if I give false or misleading information.

1st Preferred School

Parent's views in relation to the referral

2nd Preferred School

Parent's views in relation to the referral

3rd Preferred School

Parent's views in relation to the referral

Signature of Parent/Carer Date.....

Empty rectangular box for signature and date.