**Education Access Team Referral Form**

**Please complete electronically and return securely to** **education.access@bradford.gov.uk**

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| **Referrer details** |
| Name of referrer:  | Position: | Agency: |
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| Telephone number: | Email address: | Date submitted: |
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| Brief overview of your involvement with the family |
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| Reason for referral-Why are you referring to the Education Access Team?  |
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| **Consent and confidentiality**  |
| **\*Referrals cannot be accepted without consent from parents/carers.** |
| Are the parents/carers aware of this referral? | Yes [ ]  No [ ]  |
| Have the parents/carers given consent to this referral been made? | Yes [ ]  No [ ]  |
| Has the consent to sharing information been signed? | Yes [ ]  No [ ]  |

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| **Parent/carer details**  |
| Name: |  | DOB: |  |
| Relationship to child: |  | Contact number/s: |  |
| Address: |  | Language:If first language is not English, please note their fluency in English and whether an interpreter is required. |  |
| Does this person have Parental Responsibility? | Yes [ ]  No [ ]  Unknown [ ]  |
| Name: |   | DOB: |  |
| Relationship to child: |  | Contact number/s: |  |
| Address: |  | Language:If first language is not English, please note their fluency in English and whether an interpreter is required. |  |
| Does this person have Parental Responsibility? | Yes [ ]  No [ ]  Unknown [ ]  |

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| **Children’s details** |
| Full name including stud ID if known | DOB: | Gender: | Ethnicity: | Language:If first language is not English, please note their fluency in English and whether an interpreter is required. | Year Group: | Nursery/School inc UPN |
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| **Previous address and school history** including home country/town/village, name of previous school attended, was in mainstream/specialist, date last attended etc. |
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| **Are there any known concerns to staff safety in visiting any of the above addresses or from any of the contacts detailed?**  | Yes [ ]  No [ ]  |
| **Details**   |
| **Agency involvement - who else is currently working with this family?** |
| **Name of allocated worker** | **Agency** | **Brief description of reason for involvement** | **Contact details** |
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| **If there any other significant people, please list them below.** |
| **Name** | **Relationship** | **Contact details** |
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| **Additional information** |
| Child Looked After (CLA)  | Yes [ ]  No [ ]  Previous [ ]   | Gypsy Roma/Traveller  | Yes [ ]  No [ ] If ‘Yes’, please delete as appropriate: Roma, Irish, Scottish, Welsh, New Age, Bargees, Showmen, Other. If ‘Yes’, please delete as appropriate: Residing on council site, Private site, Housed, Roadside.  |
| Subject to a child protection plan or child in need plan | Yes [ ]  No [ ]  Previous [ ]   | Refugee | Yes [ ]  No [ ] If ‘Yes’, please delete as appropriate: VCRS/VPRS, GPP, Other.Arrival date: |
| Open to Early Help | Yes [ ]  No [ ]  Previous [ ]   | Asylum seeker | Yes [ ]  No [ ] If ‘Yes’, NASS:and arrival date**:** |
| SEN  | Yes [ ]  No [ ]   | Living in temporary accommodation | Yes [ ]  No [ ]  |
| Family new to UK  | Yes [ ]  No [ ] If ‘Yes’, arrival date: | EHCP | Yes [ ]  No [ ]  |
| **If you have ticked Yes to any of the above please provide further details** |

**Office use only**

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| **Client group** |
| Refugee VCRS/VPRS |  | Traveller, please specify: |  |
| Refugee GPP |  | Roma |  |
| Refugee other, please specify: |  | EU Migrant Family |  |
| Asylum Seeker  |  | Other. Please specify: |  |

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| **Previous involvement** |
| **Previous involvement from Access Team/previously NCAT?** | Yes [ ]  No [ ] Details if yes: |
| **Previous involvement from other Education Services including Attendance, CME, EHE, SEN** | Yes [ ]  No [ ] Details if yes: |

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| **Source** |
| Health  |  | Children’s Social Care |  |
| Early Help |  | Voluntary sector |  |
| Education Psychology Team |  | CME |  |
| EHE |  | SEN |  |
| YOT |  | Other Bradford Education Service. Please specify: |  |
| Nursery/Children’s Centres |  | Housing |  |
| Schools |  | Police |  |
| School admissions  |  | Self-referral (not drop-in) |  |
| Drop-in |  | Other. Please specify: |  |

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| **Reason for involvement**  |
| Change of school  |  | Returning to Bradford from other LA |  |
| New to Bradford  |  | Pastoral |  |
| New to UK |  | Early Education |  |
| Returning to UK |  | Post 16 Education |  |
| Move to Bradford from other LA |  | Other. Please specify: |  |