**CHS Early Intervention Application Form KS3 & 4**

This is an application for a 12-week early intervention place at the Children’s Hospital School. This intervention is designed for students who are identified as needing early intervention but who do not trigger access to services such as CAMHS. The purpose of this placement is to provide support and strategies so students can successfully attend their school and fully engage in their education. Students join a group at one of our Learning Centres – Magpie (Leicester) or Phoenix (Hinckley) for 3 days per week. The expectation is that they will attend their home school for the rest of the week, particularly towards the end of the 12-week placement.

Preferred centre: Magpie (Leicester)  Phoenix (Hinckley)

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| Section A: Personal Details for student | | | | | | | | | | | | | |
| Full name of student needing support: | |  | | | | | DOB: |  | |  | |  |
|  | |  | | | | |  | NCY | |  | |  |
|  | | UPN | | | | |  |  | |  | |  |
|  | | Language spoken at home | | | | |  |  | |  | |  |
| Name known as: |  | | M: | | F: | Prefer to self-identify (please specify): | | | | | | | |
| Address: | |  | | | | | | | Postcode: | |  | | |
|  | | | | | | |
| Name of Parent/Carer: | |  | | | | | | |  | |  | | |
| Address: | | (if different to above) | | | | | | |  | |  | | |
| Email: | |  | | | | | | |  | |  | | |
| Contact no: | | Mobile: | | | | | | |  | |  | | |
|  | |  | |  | | | | | | | | | |

| Referrer Information | | | | |
| --- | --- | --- | --- | --- |
| Full Name: |  | |  |  |
| Designation: |  | |  |  |
| School: |  | |  |  |
| Contact no: |  | |  |  |
| Email: |  | |  |  |
| Are you to be the main contact in school? |  | |  |  |
| If no provide name and contact details of main contact in school |  | |  |  |
|  | |  | | |

| Section B: School and Pupil Information | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UPN:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ULN:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ethnicity:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ EAL:  Pupil Premium:  Free school meals: | | | | | | | | |
| EHCP | Undergoing EHCP assessment | SEN support | LAC | Previously LAC | Adopted | Child Protection plan | Child in Need plan | Current safeguarding concerns |
|  |  |  |  |  |  |  |  |  |
| Attendance for: | | | | | | | | |
| this term (last 6 school weeks) | | | |  | | | | |
| this academic year | | | |  | | | | |
| previous Academic Year | | | |  | | | | |
| comment on attendance | | | |  | | | | |

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| Section C: Reasons for Referral | |
| What are your concerns about this student? |  |
| Relevant family background |  |
| How does this impact on the student? |  |

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| Section D: Ideal Outcomes | |
| What do you hope to gain from this referral? |  |

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| Section E: Education | |
| Describe how the student presents in school.  *Comment on*   * *Academic ability* * *Engagement in lessons* * *Friendships* * *Behaviour in lessons and break/lunch times* ***(including details of any suspensions)*** * *Independence* * *Sensory needs* |  |
| Have you identified any particular challenges for this student? |  |
| Have you identified any strategies that are helpful to this student? |  |
| What do you see in school on a good day? |  |
| What do you see in school on a day that is more challenging? |  |
| How has the school tried to support this student and how successful has each intervention been?  *e.g. small group teaching, mentoring, meeting and greeting, home visits, 1:1 teaching* |  |
| Please comment on the student’s strengths and weaknesses:   * *Academic ability and achievements* * *Social skills and relationships* * *Health and emotional well-being* |  |
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| Section F: Health Support and other agencies | |
| Physical and mental health needs can warrant an Individual Health Care Plan.  Does the student have an Individual Health Care Plan? | Yes/No  NB. A copy of an IHCP must be enclosed with this referral |
| Has the student got a care plan from a medical professional? | Yes/No  Please state reason:  NB. A copy of the care/action plan must be enclosed with this referral |
| Does the student have any additional health needs/requirements? |  |
| Are other agencies involved with this student (or their family)? What are the reasons for their involvement? |  |
| What support is in place or planned for this student? |  |

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| Section G: Transport | |
| If offered an Early Intervention place how will the student travel to and from the sessions at the Magpie / Phoenix Learning Centre? |  |
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| Section H: Student, Parents and Carers | | | | |
| What are the views of the student? |  | | | |
| What are the views of the parent/carer? |  | | | |
| **PARENT CONSENT** –  PARENTS ARE AWARE OF THIS REFERRAL AND:   1. Have given permission for the Children’s Hospital School to contact them. 2. For the Children’s Hospital School to consult with Educational Psychologist, School Medical Officer/GP and other Professionals. 3. Will ensure that their child engages fully in the educational provision made by the Children’s Hospital School. | | Parent/Carer  Print Name: |  | |
| Parent/Carer  Signature: |  | |
| Date: | |  |

| Baseline Information | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Full Name: | |  | | | | Date: | |  |
| School Name: | |  | | | | | | |
| Please circle relevant boxes below: | | | | | | | | |
| Attendance in last 6 school weeks | >50% | | 25-50% | 10-25% | <10% | | 0% | |
| Timetable | Timetabled for all subjects | | Timetabled for most subject classes | Timetabled for less than 4 subject classes for | Timetabled for  1 or 2 classes | | Not expected to attend classes | |
| Independence in lessons | Is independent in class | | Some accommodations made by teacher but largely independent | Some adult support in class | Has adult support at all times | | Is not able to attend class even with support | |
| Social times (breaks and lunchtimes) | Mixes with other students well, without support | | Manages social times without support | Manages social times in supported environment | Is supported by staff at social times | | Avoids school at social times | |
| Accessing Lessons | Goes into classrooms for lessons without support | | Accesses classrooms with support | Accesses small group teaching | Accesses 1:1 teaching | | Does not access teaching in school | |
| Friendships | Has a number of good relationships | | Has more than one good relationship with other students | Has one good relationship | Has acquaintances | | Socially isolated | |
| Navigates the school | Can move around school and follow timetable independently | | With small accommodations can manage timetable independently | Support required such as meeting and greeting or prompting throughout the day | Substantial support required e.g. accompanied in small part of the school | | Does not move around school | |
| Cooperation | Always cooperative and follows rules | | Small infrequent problems | Some problems, cannot / will not cooperate especially when under stress | General issues with behavior | | Behavioral difficulties | |
| Communication | Communicates well and is polite | | Some difficulties communicating | Often cannot / will not communicate e.g. in class or discussions with staff | Sometimes is inappropriate | | Is often rude and inappropriate | |

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| Curriculum Information | | | |  |
|  | **Level of working (KS3)** | | | **Year 10** |
| **Subject** | **Below age expectations** | **At age expectations** | **Above age expectations** | **Current estimated GCSE level** |
| **English** |  |  |  |  |
| **Maths** |  |  |  |  |
| **Science** |  |  |  |  |
| **ICT** |  |  |  |  |
| **RE** |  |  |  |  |
| **ART** |  |  |  |  |
| **Humanities** |  |  |  |  |
| **Design and Technology** |  |  |  |  |
| **MFL** |  |  |  | Please state language(s) studied |
| **Other (Please state)** |  |  |  |  |
| **Please include any other information you feel relevant** | | | | |
|  | | | | |
| **Please make sure that all sections are completed in full. Incomplete/missing information may result in a delay.** | | | | |
| **Completed referral form and supporting documents can be sent to the school either:**  **by post - Children’s Hospital School, Willow Bank School, Simmins Crescent, Leicester, LE2 9AH or**  **via email** [**referrals@childrenshospitalschool.leicester.sch.uk**](mailto:referrals@childrenshospitalschool.leicester.sch.uk)  **If you would like to discuss any aspect of the referral process, please contact Rebecca Carter, Review and Referral Administrator on 0116 229 8137 (option 3)** | | | | |

**Early Intervention Placement – Service Level Agreement**

Between: ……………………………………………………... School / Academy and Children’s Hospital School

Pupil Name: …………………………………………………………………… Pupil Date of Birth: ……………

**Purpose**

The purpose of this Service Level Agreement (SLA) is to establish and clarify the operational and financial arrangements between The Children’s Hospital School and Home School / Academy.

The SLA will set out the terms and conditions of how The Children’s Hospital School will work in partnership to provide support for pupils with medical needs who require an early intervention placement.

Once the signed form has been received by The Children’s Hospital School, support for pupils can commence subject to appropriate information being received and according to dual registration arrangements. This SLA provides a basis for effective partnership working between The Children’s Hospital School and schools / academies.

**Our Commitment**

The Children’s Hospital School agrees to:

* Make a personalised educational programme in a safe environment.
* To undertake appropriate educational assessments to ensure the correct personalised learning programmes are provided and to support the return to school.
* To monitor and evaluate the effectiveness of provision for individual pupils who are on an integration programme. Support the home school in the development of an appropriate and sustainable integration programme.
* Contribute to Education, Health, and Care Plan assessments according to the Code of Practice, where required.
* Support and advise schools in maximising the achievements and attainment of pupils with medical needs.
* Work closely with parents, external agencies and home schools
* To ensure accurate sharing of information, providing progress, attendance and safeguarding updates to home schools and external agencies that are involved with the pupil.
* Work with schools to support a successful transition back into school
* To make available all safeguarding, insurance, and risk assessment documents for schools on request

**Home School’s Commitment**

The home school / academy and their Governors agree to:

* Maintain pupils on their school roll.
* Ensure there is a named contact person (usually the SENCo) for pupils with medical needs.
* Work with staff at The Children’s Hospital School to plan and implement individual learning plans for pupils with medical needs which have special or additional educational needs.
* Implement the school’s policy on Inclusion, Equalities and Special Educational needs, taking into account the code of practice, DfE statutory guidance and any LA policies.
* Maintain collaborative and positive working relationships with The Children’s Hospital School, parents/carers, and outside agencies.
* To attend any multi-agency review meetings organised by The Children’s Hospital School.
* Work with The Children’s Hospital to plan and implement any individual healthcare and reintegration plans.
* To support the implementation and success of reintegration plans for pupils.

**Financial arrangements**

The home school / academy agrees to pay the amounts as set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Centre** | **Days per week** | **Duration** | **Cost** |
| Magpie (Leicester) | 3 (Tues / Wed / Thurs) | 12 weeks | £120 per day  (Admin fee of £250 is payable should a student not take up their place to reflect CHS pre-admission work) |
| Phoenix (Hinckley) | 3 (Mon / Tues / Wed) |

Invoices will be generated in two separate 6-week blocks (sent at the start of week 1 and 7 of the placement).

**Termination of a pupil’s placement**

The Children’s Hospital School retains the right to end the placement of a pupil before the agreed end date if the Head Teacher deems this necessary. This will be the case when it is clear to all parties that there has been a serious breach of The Children’s Hospital Schools code of conduct / SLA, or it is clear through regular communication with the referring school / academy that the pupil’s placement has broken down and it is no longer in the pupil’s best interest for the placement to continue.

If a pupil is at risk of their placement being withdrawn, The Children’s Hospital School will work with home schools to provide as much notice as reasonably possible and will ensure that appropriate reintegration/alternative education provision is in place.

For any breach of the service level agreement, we will in the first instance attempt to effectively resolve the issue with the referring school / academy. Should this breach not be resolved, then CHS may wish to withdraw from the agreement, however, consideration must be made to ensure the progress and welfare of any pupil on current placements.

The Children’s Hospital School will only look to terminate a pupil’s placement as a very last resort, after all strategies and interventions have been unsuccessful.

**Declaration**

On behalf of The Children’s Hospital School, I have read and understood this Service Level Agreement. I will ensure that the content is disseminated to relevant staff within my organisation and that we agree to abide by the terms and conditions of this agreement for providing educational support.



Signed: Stephen Deadman (Headteacher), The Children’s Hospital School

On behalf of ………………………………………………………… I have read and understood this Service Level Agreement. I will ensure that the content is disseminated to relevant staff within my organisation and that we agree to abide by the terms and conditions set out in this agreement.

Signed: ……………………………………………………. Headteacher

Print Name: …………………………………………………………………

Date: …………………………………………….

Completed agreement should be sent to the school either:

by post - Children’s Hospital School, Willow Bank School, Simmins Crescent, Leicester, LE2 9AH or

via email [referrals@childrenshospitalschool.leicester.sch.uk](mailto:referrals@childrenshospitalschool.leicester.sch.uk)

If you would like to discuss any aspect of the referral process, please contact Rebecca Carter, Review and Referral Administrator on 0116 229 8137 (option 3)