**Special Needs**

**2nd Floor (Room SF 332) Electric House**

**c/o Torquay Town Hall**

**Castle Circus, Torquay**

**TQ1 3DR**

**Email:** [**ehcp@torbay.gov.uk**](mailto:ehcp@torbay.gov.uk)

**Torbay Advisory and Support Service –**

**ICT**

**Referral Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pupil's Name** |  | | | | |
| **Pupil’s Date of Birth** |  | **School Year Group** | |  | |
| Parent/Carer Name |  | | | | |
| Home address |  | | | | |
| Post Code |  | Telephone No. |  | | |
| Email address |  | | | | |
| Parental Consent form included? | | | | | Yes / No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School |  | | Headteacher |  |
| Name of referrer |  | | Referral Date |  |
| Sendco |  | | T/A Name |  |
| Class Teacher |  | | Contact number |  |
| Contact Email address | |  | | |

Reason for Request: ………………………………………………………………………………………

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Brief summary of pupil’s levels of ability

***Please give National Curriculum, ‘P’ or engagement Levels for:***

|  |  |  |  |
| --- | --- | --- | --- |
| Reading level |  | Writing |  |
| Reading Age |  | Spelling Age |  |
| Speaking & Listening |  | | |
| Maths |  | Science |  |

Does this pupil have any additional difficulties?

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Is any other agency currently involved in supporting this pupil directly or indirectly, i.e. Educational Psychologist, Speech & Language Therapist, Physiotherapist, etc?

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**Please complete this referral form and send, with the following documents, to the address shown at the top of this form:**

* Copy of most recent EHCP;
* Copy of most recent Annual Review;
* Copy of any recent reports e.g. EP reports, Speech & Language, Physiotherapy, etc

***Please list reports attached***

|  |  |  |
| --- | --- | --- |
| Name and contact details inc. email address | Title / Role | Type of report |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* ICT equipment available e.g. Chromebooks/iPads/laptops –

***Please list ICT equipment currently available***

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| --- |
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Form last updated 25.05.2021