**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 –**

**Visual Impairment**

**Referral Form**

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

n.b. Parental consent must be signed at the end of this form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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, Habilitation, etc?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………

**Please list and attach any relevant reports**

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

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Parental Consent (Privacy notice and Declaration)**

**What information will we be processing and hold?**

We will process and hold personal information provided on this form and any appendices, collected from you about you and your child including names, addresses, contact details, dates of birth and gender status. We may also need to hold some special category data including: Physical and mental health details.

We are the data controller in relation to your data.

**Why do we need this information?**

We will use this form and any attached appendices, in order to help support the needs of your child, ensuring that we can put in place appropriate educational support.

**What is our lawful basis?**

Our lawful basis for processing your personal and special category data is that is a task carried out in the public interest outlined in the General Data Protection Regulation as:

Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 9(2)(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued.

These laws being:

* Children Act 2004
* Children Act 1989
* Care Act 2015
* Equality Act 2010
* Children and Families Act 2014
* The Special Educational Needs and Disability Regulations 2014

**Do we share your information?**

If appropriate we may share your data with other organisations and bodies including, but not limited to, Torbay Children’s Services, other social care services, education providers, healthcare providers

If you **do not** want us to contact or share information with a particular agency/professional, please advise the person referring your child. The only exception to this is if there are concerns about a child’s safety, when we have a duty under the Children Act (2004) to pass on our concerns to the appropriate authority.

We do not trade personal data for any commercial purpose and we will only disclose your personal information if we have a lawful basis to do so.

**How long do we keep your information?**

We are currently retaining records relating to children’s services indefinitely as required by the Independent Inquiry into Child Sexual Abuse (IICSA).

**What are your rights?**

Torbay Council’s Information Rights Policy is available upon request or can be found online at [www.torbay.gov.uk/council/information-and-data/data-protection/your-rights/](http://www.torbay.gov.uk/council/information-and-data/data-protection/your-rights/)

You are able to exercise your information rights at the above link.

Alternatively you can contact the Information Governance Team via email at [infocompliance@torbay.gov.uk](mailto:infocompliance@torbay.gov.uk) or write to:

Information Governance

Torbay Council, Town Hall

Castle Circus

Torquay

TQ1 3DR

**Declaration:**

I have checked that the details I have provided, including contact details, are correct and have read and understand the privacy information above.

|  |  |
| --- | --- |
| **Parent / Carer Signature:** (There **must** be a signature) | |
|  | Date |

Please send this completed form to: [Rosey.James@torbay.gov.uk](mailto:Rosey.James@torbay.gov.uk)

Form last updated 25.04.2022