|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Requested more info** | **Additional notes** |
| **Appropriate referral form completed and signed** |  |  |  |  |
| **Young person/ Parental requests to be given to the named school coordinator so school evidence can be gathered before being processed for panel.** | | | | |
| **Provision map x3 (totalling at least £6,000)** |  |  |  | Not EY’s private day nurseries |
| **Individual timetable** |  |  |  | Not EY’s private day nurseries |
| **EP report (dated at least 3 months ago but no more than 6 months old)** |  |  |  | If a new report is less than 3 months old, school will need to put the recommendations in place before panel can consider any change requests |
| **AR2a or other parent feedback** |  |  |  |  |
| **AR2b** |  |  |  |  |
| **Specialist teacher report (SMEH), if appropriate**  **\*To also include PFA outcomes** |  |  |  | Not EY’s private day nurseries, Oakwood Avenue PS, New Horizons or Woolston Brook |
| **Reports from other agencies/ professionals involved, \*** **to also include PFA outcomes** |  |  |  |  |
| **Assessment info/ progress data** |  |  |  |  |
| **Information of interventions being used** |  |  |  |  |
| **Evidence of ‘plan, do, review’ process (Graduated response)** |  |  |  |  |

**Pupil name:**

**Name of referrer:**

**Date received:**

**(\*PFA- Preparing for Adulthood should be included from Year 9 onwards)**

**Date of panel:**

**Date returned to sender if not complete and the additional evidence requested not received with the timescale:**

**(To be included into the R&R pupil file once completed)**