

The Full Picture: A. The Referral Procedure

Initial Assessment of Education

This is to be completed by current school by someone who knows the child/young person.

Pupil Name		D.O.B.			
Name of responsible person		Date completed			
Has the young person regularly attended school?			Yes		No
Do they have good attendance?			Yes		No
Does the young person have an Education, Health and Care Plan?			Yes		No
If so; when is the next review date?					
Can you provide a copy of the EHCP?			Yes		No
Does the young person have a current PEP on file?			Yes		No
If so; when is the next review date?					
Can you provide a copy of the PEP?			Yes		No
Current level of SEN:	EHCP		SEN Support		No SEN
Current Assessed Levels (Please provide explanation of your assessment tools/methods on the next page)					
Maths					
English					
Science					
Please tick all applicable boxes below to indicate levels of ability					
Can recognise numbers			Can recognise letters of the alphabet		
Can sequence numbers from 1 to 10			Can sequence letters of the alphabet		
Can sequence numbers up to 20			Can spell simple words (cat, dog, hat)		
Can sequence numbers up to 100			Can spell intermediate words (horse)		
Can add single digit numbers			Can spell difficult words (elephant, friend)		
Can add two digit numbers			Can correctly use capital letters		
Can subtract single digit numbers			Can correctly use full stops		
Can subtract double digit numbers			Can correctly use commas		
Can multiply single digit numbers			Can structure sentences		
Can multiply double digit numbers			Can write lucidly and descriptively		
Can perform simple division			Can read basic words		
Can count money			Can read basic sentences		
Can calculate change from money			Can read intermediate sentences		
Can tell the time (digital, 12 hour)			Can understand written information		
Can tell the time (analogue, 12 hour)			Can extract information from written text		
Can tell the time (24 hour)			Can write a standard letter		
Understands basic units of measurement			Can write a standard email		
Understands basic area and volume			Can fill in simple forms		
Risks and general issues in an educational environment					
Is the young person moving forwards with their education?			Yes		No
Does the young person have a history of absconding from school?			Yes		No
Does the young person have a history of assault on staff?			Yes		No
Does the young person have a history of assault on peers?			Yes		No
Does the young person pose a risk with sharp objects?			Yes		No
Does the young person have any history of stealing?			Yes		No

Assessment tools and methods used

Current PEP Targets (if applicable)

Any other relevant comments or information