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**Junction 16 – PART TIME PLACEMENT FORM**

**Please complete all sections of the form and send to your school’s allocated AP Officer**

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| **Young Person’s Details** | | | | | | | | | | | | |
| **Student Legal Name in Full** |  | | **Date of Birth** | |  | | **Year Group** | |  | **Gender** | | M/F |
| **Ethnic Group** |  | | **First Language** | |  | | **UPN** | |  | | | |
| **Religion** |  | | **ULN** | |  | | | |
| **Current School** |  | | | | | | **Date of Referral** | |  | | | |
| **Parent/Carer Details** | | | | | | | | | | | | |
| **First Parent/Carer Name in Full** | |  | | **Relation to Student** |  | | **Contact number** | | | |  | |
| **Second Parent/Carer Name** | |  | | **Relation to Student** |  | | **Contact number** | | | |  | |
| **Address** | |  | | | | | | | | | | |
| **Email address** | |  | | | | | | | | | | |
| **School Contact Details**  Include: Full Name, Position, Email | | | | | | | | | | | | |
| **Main contact for placement** | |  | | | | **Attendance contact** | |  | | | | |
| **DSL** | |  | | | | **SENCO** | |  | | | | |
| **Other Contact** | |  | | | | **Other Contact** | |  | | | | |

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| **ALL sections below MUST be completed (Click in box if applicable. If left blank, assumed n/a):** | | | | | | | | | | | | | |
| **LAC** | **Voluntary** |  | **Child protection**  **SEC 47\*** | |  | **Child in Need SEC 17** | |  | **Private Foster** | |  | **YOS** |  |
| **Statutory** |  |
| **\*If CP, state category:** | | | | | | | | | | | | | |
| **If LAC or CP which local authority holds the order:** | | | | | | | | | | | | | |
| **Pupil Premium** | | | | | | | | | | | | | |
| **Entitled to FREE SCHOOL MEALS *(Full Day placements require this info)*** | | | |  | | | **Pupil Premium (+).** | | |  | | | |

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| **Other Agencies Involved** | | |
| **Name of Agencies** | **Contact Name** | **Email/Phone Numbers** |
| **Social Care** |  |  |
| **EWS** |  |  |
| **CAMHS** |  |  |
| **YOS** |  |  |
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| **Social / Home Circumstances** |
| **If there have been concerns or information about the student’s social circumstances please describe these briefly below. In particular, comment on any information provided by Social Services, EWS etc. Are there any child protection issues?** |
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| **Any family circumstances that an alternative provider should be made aware of.** |
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| **SEN/Health Details** | | | | | | | | | | | | |
| **EHCP** |  | | **Undergoing assessment** | | | |  | | **SEN Support** | |  | |
| **Specific SEN** | | **ADHD** | | **Asperger’s** | | **ASD** | | **SEMHD** | | **HI** | | **MLD** |
| **MSI** | | **PD** | | **PMLD** | | **SLD** | | **SpLD** | | **Other** |
| **Is the student considered to be disabled? If yes, please provide details** | | | | |  | | | | | | | |
| **Are there any access arrangements in place i.e., reader, scribe, extra time, prompter, rest breaks, enlarged paper’s etc.** | | | | |  | | | | | | | |
| **Describe briefly the student’s Special Educational Needs (Attach supplementary information as applicable, see checklist)** | | | | |  | | | | | | | |
| **Does the student have any medical needs / health concerns / physical needs / prescribed medication (Attach supplementary information as applicable, see checklist)** | | | | |  | | | | | | | |
| **If there have been concerns about the student’s mental health describe briefly the reasons. Please indicate whether or not a referral has been made to a mental health professional.** | | | | |  | | | | | | | |

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| **Safeguarding/Risk Assessment** | | |
| **Has a pre-EHA or EHA been completed for this student?** | | YES NO |
| **Does this student have a history of violence towards others?**  **If yes, to whom?**  **Please provide brief details.** | | YES NO  Who:  Details: |
| **Does this student pose a significant threat of harm to others or themselves?** | | YES NO |
| **Does this student have any history of substance misuse?** | | YES NO |
| **Any other significant event we need to be aware of that may impact on student behaviour.** |  | |
| **Summarise any health and safety concerns that have not been covered by above** |  | |

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| **Current Academic Information** | | |
| **Is the student currently attending mainstream lessons?** | | YES/NO |
| **If no, where does the student access core subject lessons?** |  | |
| **Is the student accessing any other alternative provision in addition to this referral e.g. school’s internal AP centre, other offsite vocational or core provision** | | YES/NO |
| **If yes, please provide brief details and add to timetable below:** |  | |

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| --- | --- | --- | --- | --- |
| **Current working and target grades** | | | | |
| **Subject** | **Specification/ Course** | **Delivered by** | **Target Grade** | **Current Grade** |
| **English** |  |  |  |  |
| **Maths** |  |  |  |  |
| **Other subjects relevant to referral (please list below)** |  | | | |
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| **Referral Information** |
| **What are the student’s strengths / interest, including activities outside school?** |
|  |
| **Are parents aware of the referral? What are their views?** |
|  |
| **Is the student aware of the referral? What are his/her views?** |
|  |
| **School to give a brief statement of why this part time alternative provision placement could be successful for this student. Please add any specific ‘social’ ‘academic’ and ‘personal’ outcomes you anticipate the student could achieve from the provision requested.** |
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| **Behaviour** |
| **Describe briefly the student’s behaviour and any involvement of LA or other services that support this.** |
|  |
| **Comment on the student’s attitude to work, with staff and with peers.** |
|  |
| **Outline any successful strategies for working with this student.** |
|  |
| **Attendance** |
| **Provide details of current attendance below: also if possible to include details of past two academic years. Summarise any factors that affect attendance. (Please attach attendance print out/Appendix C).** |
|  |

**Further information**

The following information will be used to assist in making decisions regarding the most appropriate next steps for this student.

1. **Within the school setting**

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| --- | --- | --- | --- | --- | --- |
| **Copes well difficulty coping (please tick** ✓**)** | | | | | |
|  | **1** | **2** | **3** | **4** | **5** |
| **Whole class settings** |  |  |  |  |  |
| **Small group settings** |  |  |  |  |  |
| **One to one basis** |  |  |  |  |  |
| **On corridors / general movement around building** |  |  |  |  |  |
| **Lunch / break times** |  |  |  |  |  |
| **Before and after school** |  |  |  |  |  |

1. **Other indicators of risk**

Please indicate whether any of the following apply to the student (please tick✓)

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| --- | --- | --- | --- |
|  | **Never** | **Occasionally** | **Frequently** |
| **Gives in easily to pressure from others** |  |  |  |
| **Has poor control of temper** |  |  |  |
| **Challenges authority** |  |  |  |
| **Has caused damage to property** |  |  |  |
| **Verbally abuses peers** |  |  |  |
| **Verbally abuses staff** |  |  |  |
| **Displays aggressive behaviour** |  |  |  |
| **Has caused deliberate injury to peers** |  |  |  |
| **Has caused deliberate injury to staff** |  |  |  |
| **Displays sexually inappropriate behaviour** |  |  |  |
| **Attempts to manipulate / control others** |  |  |  |
| **Is at risk of self-harm** |  |  |  |
| **Drugs / alcohol have an impact on behaviour** |  |  |  |
| **Has brought in or used an offensive weapon** |  |  |  |
| **Has shown racist behaviour** |  |  |  |

**Check List – Please Tick ✓**

**Please include the following documents where applicable:**

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| --- | --- |
| **Risk Assessment – based on the provision requested (not just school site)** |  |
| **Parental Consent** |  |
| **EHCP/last review paperwork or information submitted for statutory assessment** |  |
| **IEP/MEP/Individual Plan/EP assessments** |  |
| **EHA or Pre EHA** |  |
| **Important medical information** |  |
| **Any other useful information** |  |