1. **Learner details**

|  |  |
| --- | --- |
| **Student name** |  |
| **Gender** |  |
| **D.O.B** |  |
| **Year group** |  |
| **Ethnicity** |  |
| **First language** |  |
| **Home address**  **(Please specify whom the learner lives with)** |  |
| **Parent / carer contact name/number (first point of call)** |  |
| **Parent / carer contact name/number (Second point of call)** |  |
| **Emergency contact name / number** |  |
| **Medical information (please provide details)**  **Is there a requirement for medication to be administered during the day?** |  |

**2. Referring organisation details**

|  |  |
| --- | --- |
| **Referring organisation** |  |
| **Address** |  |
| **Contact name / Position** |  |
| **Contact number** |  |
| **UPN number** |  |
| **ULN number** |  |
| **FSM** | Yes/No |

**3. SEN details**

|  |  |
| --- | --- |
| **SEN Status:**  **EHCP**  **School support**  **none** |  |
| **Does this student have a specific diagnosis?** |  |
| **Cognition and learning difficulties** |  |
| **Social, Emotional and mental health** |  |
| **Communication and interaction** |  |
| **Sensory and physical** |  |
| **Exam Access arrangements** |  |
| **Referring organisation SENCO** |  |
| **Contact number** |  |

**4. Outside Agency details**

|  |  |
| --- | --- |
| **Is the learner open to social care (please provide social worker details)** |  |
| **Is the learner open to Targeted Family support? (Please provide details)** |  |
| **Is the learner open to any form of universal services? (CGL, CAMHS etc)** |  |
| **Is the learner open to the Youth Justice Service (please provide details)** |  |

**5. Reason for exclusion and why the learner would benefit at SSA**

|  |
| --- |
| **(Please give as much detail as possible)** |

**6. Education profile**

**Key stage 2**

|  |  |
| --- | --- |
|  | **Results** |
| **Reading** |  |
| **Writing** |  |
| **Maths** |  |

**Key stage 3**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Working below** | **Working At** | **Working above** |
| **Reading** |  |  |  |
| **Writing** |  |  |  |
| **Maths** |  |  |  |

**Key stage 4**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current level** | **Target grade** | **Exam grade (If applicable)** |
| **English** |  |  |  |
| **Maths** |  |  |  |
| **Science** |  |  |  |

**Additional subjects**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current level** | **Target grade** | **Exam grade (If applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Coursework**

|  |  |  |
| --- | --- | --- |
| **Course** | **Available** | **Complete** |
|  |  |  |
|  |  |  |

**7. Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current attendance (%)** | **Authorised absence (%)** | **Unauthorised absence (%)** | **Date of last attendance** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Family service involvement re: Attendance enforcement?** |  |
| **If yes - please provide contact details** |  |

**8. Exclusion history over the last 12 months**

|  |  |  |
| --- | --- | --- |
| Excluded from (date / number of days) | Excluded to  (date / number of days) | Reason for exclusion |
|  |  |  |
|  |  |  |
|  |  |  |

**9. Previous schools attended**

|  |  |  |
| --- | --- | --- |
| **School attended** | **Date from** | **Date to** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**10. Family overview / Vulnerable groups**

|  |
| --- |
| **Please provide details about the living situation - number of siblings, who lives in the household, does the learner live with parents / carers etc** |
|  |

**Does the learner fall into a vulnerable group?**

|  |  |
| --- | --- |
| **Permanent exclusion** |  |
| **Gypsies, Roma and Travellers (GRT)** |  |
| **Child missing education** |  |
| **Child refugee or child of asylum seeker** |  |
| **Young carer** |  |
| **Unaccompanied asylum seeking child** |  |
| **School refuser** |  |
| **Eligible for Free school meals (FSM)** |  |
| **LAC** |  |
| **At risk of child sexual exploitation** |  |
| **Young offender** |  |
| **Pregnant student / school girl mother** |  |
| **Anxious learner** |  |

**11. Learner profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Needs attention** | **Acceptable** | **Very good** | **Excellent** |
| **Attendance** |  |  |  |  |
| **Punctuality** |  |  |  |  |
| **Confidence** |  |  |  |  |
| **Interaction with other learners** |  |  |  |  |
| **General behaviour** |  |  |  |  |
| **Attitude to home life** |  |  |  |  |
| **Parental attitude to school** |  |  |  |  |
| **Emotional resilience** |  |  |  |  |

**Any other comments**

|  |
| --- |
|  |

**12. Risk assessment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Never** | **Sometimes** | **Often** |
| **Gives in easily to pressure from others** |  |  |  |
| **Risk of being transported** |  |  |  |
| **Has poor control of temper** |  |  |  |
| **Challenges authority** |  |  |  |
| **Causes 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** |  |  |  |
| **Risk of self harm** |  |  |  |
| **Manipulative behaviour** |  |  |  |
| **Truancy / leaving site without permission** |  |  |  |
| **Drug / alcohol use** |  |  |  |
| **Brought in or used an offensive weapon** |  |  |  |
| **Racist tendencies** |  |  |  |
| **Radicalisation risk** |  |  |  |
| **Gang association (Suspected)** |  |  |  |

**Any other comments**

|  |
| --- |
|  |

**13. Pen profile**

|  |  |
| --- | --- |
| **Strengths** | **Areas for development** |
|  |  |

|  |  |
| --- | --- |
| **Triggers** | **Learning style / favoured learning environment** |
|  |  |

|  |  |
| --- | --- |
| **Behaviours** | **Strategies** |
|  |  |

**14. Learner views / comments**

|  |
| --- |
| **Why does the student want to attend SSA?** |