

## Educational Psychology Service - Consultation Request Form

**This form should be completed by school staff together with parent(s)/carer(s).**  
(See guidance notes on page 4)

First name of pupil:	Full name of mother/carers
Surname of pupil:	Full name of father/carers
Date of birth:	Name(s) of any other significant adults (e.g. step parents)
Age:	
Male/Female	
Address:	Position of child in family: 1 2 3 4 5 (Please highlight)
	Names of siblings and dates of birth:
Tel:	
Mobile:	School:
Alternative address (non-resident)	Year/Class:
	Name of key teacher/class teacher:
Ethnic origin (see list on guidance notes):	Is the pupil 'looked after'? Which authority? YES/NO
Religion (see list on guidance notes):	
Home language(s):	Has the common assessment framework been completed? YES/NO
	If so, please name the lead professional.

Other agencies involved (e.g. social care, speech and language therapy, child and adolescent mental health):

Previous schools attended - with dates:

GP name and address:

**Areas of concern (please underline or highlight):**

Physical    Learning    Speech and communication    Sensory issues  
Behaviour    Emotional issues    Social skills    Diagnosed condition (please indicate)  
Other (please specify)

**Please describe your concerns**

**Please indicate the pupil's current foundation stage/academic levels**

**Please comment on the pupil's social skills with adults and peers**

**Please comment on the pupil's strengths**

**How do you think the Educational Psychologist can help? (see guidance notes)**

## Views of parent(s)/carer(s)

### Privacy Notice for all service users General Data Protection Regulation (GDPR)

The Octavo Educational Psychology Service is a Data Processor for the purposes of GDPR.

We collect information from you regarding your child and receive information about them from school staff and other professionals. This information includes contact details, family details, attainment and attendance data; characteristics such as special educational needs (SEN) and disabilities, ethnic group, and any relevant medical information. We hold this personal data and use it to:

- Assess your child's needs and offer advice regarding interventions, support and suitable provision.
- Refer your child, with your permission, to other agencies such as health and social care.
- Provide advice, if appropriate, to Croydon Council as part of the statutory assessment process; including reviewing progress over time.
- Undertake statistical analysis to monitor our referrals and identify trends
- Undertake research

We hold this personal data in hard copy working documents and eventually in electronic files in a document storage system hosted by Croydon Council. We are careful to ensure the security of the information we hold and have clear guidance in relation to our encrypted laptops and all documentation. If you would like to see a copy of the data we hold regarding your child, please make your request in writing to: Anne Moore, Chief Educational Psychologist at our company address.

We retain pupil files, in line with national guidance, for an extended period to enable all necessary future access.

I give permission for the Educational Psychology Service to contact other services, where appropriate

I have received the Educational Psychology Service information leaflet for Parents and Carers

**Signature of parent/carers:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Head teacher's name and signature:**

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***Please attach copies of the relevant pupil records relating to SEN Support, including assessment results, reports from other professionals (with parental permission) and any other relevant documentation.***

**Form completed by:**

**Position:**

**Date:**

**Date of potential first meeting:**

**Who is likely to attend?**

### Consultation Request Form: Guidance Notes

Depending on the concerns raised in the form, the Educational Psychologist can work in different ways. Sometimes we will work with the teacher, sometimes with the school and family together, sometimes with the young person or with a group of pupils. We can work strategically on whole school issues, offer training, or work with groups or with individual pupils. Some of the activities we do are listed below:

- Observation
- Consultation with staff
- Consultation with parents
- Learning skills assessment
- Cognitive assessment
- Assessment of emotional/behaviour issues
- Joint school/ family meeting
- Writing advice/agency referrals
- Developing a behaviour plan
- Setting up and reviewing IEPs
- Developing strategies
- Home visit
- Attendance at annual review
- Training / INSET
- Group work

Your Educational Psychologist may want to discuss the completed form with you to explore the issues further in an initial consultation meeting.

### Monitoring information

	<b>Ethnic Group</b>	<b>Religious Affiliation</b>
White	British Irish Other White (please specify)	Christian Hindu Jewish Muslim Sikh None Other
Mixed	White & Black Caribbean White & Black African White and Asian Other mixed (please specify)	
Asian or Asian British	Pakistani Indian Bangladeshi Other Asian (please specify)	
Black or Black British	Caribbean African Other Black (please specify)	
Chinese	Chinese	
Other ethnic group	Any other ethnic group	