

Educational Psychology Service Early Years Consultation Request Form

This form should be completed by school staff together with parent(s)/carer(s).

First name of pupil:	Family name:
Date of birth:	Gender: Male / Female
Ethnic origin (see list on p.3):	
Religion (see list on p.3):	
Name of parent(s) / carer(s):	Current Early Years provider and address (if any):
Address:	
Home contact number:	Name and contact number of manager:
Mobile:	
Home language(s):	Sessions and times attending:
Position of child in family: 1 2 3 4 5 (please circle)	
Is the pupil looked after by the local authority? Yes / No	

Area of concern (please circle):

Physical Learning Speech and communication Sensory issues
Behaviour Emotional issues Social skills

Diagnosed condition (please indicate)

Other (please specify)

Package of support that has been or is being delivered:

e.g. type of funding package/intervention and duration

Other agencies involved:

e.g. community paediatrician, speech and language therapist, occupational therapist, physiotherapist, health visitor, social services, communication support service

Form completed by:

Designation:

Date:

Please attach copies of the speech and language assessment report, reports from other professionals (with parental permission) and any other relevant documentation.

Monitoring information

	Ethnic Group	Religious Affiliation
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	

Parental Consent for Educational Psychologist's Involvement

View of parent(s)/carer(s)
e.g. how do you think the educational psychologist can help?

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 consent for to be referred to the Educational Psychology Service.

Name of parent/carers:

Signature:

Date: