**Educational Psychology Service - Consultation Request Form**

*There is an expectation that this form* ***will be*** *completed collaboratively with parent/carer(s). (See guidance notes page 4)*

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| --- | --- |
| Name of pupil:  Date of birth:  Age:  Gender:  Is gender different to that assigned at birth? Yes  No  Address:  Tel:  Mobile:  Email:  Ethnicity *(see page 4)*:  Religion *(see page 4)*:  Home language(s):  % Attendance for this year: | Name(s) of those with parental responsibility:  Relationship to pupil:  Name(s) of any other significant adults:  Position in the family: 1 2 3 4 5  (Please highlight)  Names of siblings and dates of birth:  School  Date of admission:  Year group:  Names of key adult(s)in school:  Is the pupil ‘looked after’? Yes  No  Which authority?  Previous schools attended, with dates: |

|  |
| --- |
| Contact details of other agencies involved *(Early Help, Social Care, CAMHS, SALT, OT)* :  Detail any known diagnosed conditions:  GP name and address: |

1. What is currently of concern for the pupil? How is it impacting on their daily life? *(E.g. their relationships, emotional wellbeing, learning, communication, independence, physical and sensory development etc.)*

2. What has already been tried? What changes were noticed as a result?

3. How would school staff and the family like things to change?

4. What skills/strengths of the pupil have been noticed?

5. How do school staff and family members think that the EP can help? *(See page 4)*

6. What is the pupil’s perspective on their school experience/presenting needs and to what extent are they aware of EP involvement?

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| **Have you included the following documents?** | **√** | **Additional comments** |
| Most recent provision map, individual education plan, risk assessment, incident logs etc. |  |  |
| Most recent end of year report. |  |  |
| Copies of referrals to other professionals and any available reports. |  |  |
| For Looked After pupils the latest PEP and Virtual School information. |  |  |
| Contact details of involved professionals, including email and telephone. |  |  |

**Privacy Notice for all service users**

**General Data Protection Regulation (GDPR)**

The Croydon 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 maintained 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 the address below. We retain pupil files, in line with national guidance, for an extended period to enable all necessary future access.

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

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|  |  | I have received the Educational Psychology Service information leaflet for parents and carers |

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

Please tick this box if you would be happy to be contacted for feedback regarding your experience of this process. We will choose a sample of parents to seek feedback from to ensure we continue to provide a good quality of service.

**Form completed on behalf of the school by:**

**Position:** **Date:**

**Consultation Request Form: Guidance Notes**

* The purpose of this meeting between school staff and parent/carer(s) is to provide space to identify what the concerns are, whether these are shared, and to begin thinking about what change could look like and what might contribute to this.
* It also provides opportunity for parents to understand the input their child has received thus far and the impact it has had.
* It is important to consider how the pupil’s voice could be included as part of this process by asking them about their experience of school and what they would like to be different.
* Your Educational Psychologist will use the information provided in the completed form in an initial consultation meeting to explore what may be going on and subsequently plan next steps which could include any of the following:
  + Observation
  + Further consultation work with key members of staff and parents/carers
  + Use of assessment methods dependent on the questions that arise
  + Advice on suitable interventions
  + Developing individual plans
  + Group work
  + Developing whole school approaches
  + Training

**Monitoring information**

|  |  |  |
| --- | --- | --- |
| **Ethnicity** |  | **Religious belief** |
| White | English/Welsh/Scottish/Northern Irish/British | Buddhist |
|  | Irish | Christian |
|  | Gypsy or Irish Traveller | Hindu |
|  | Other white | Jewish |
| Mixed/multiple ethnic group | White & black Caribbean | No religion |
|  | White & black African | Other |
|  | White & Asian | Prefer not to say |
|  | Other | Sikh |
| Asian, Asian British | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | Chinese |  |
|  | Other |  |
| Black, Black British | African |  |
|  | Caribbean |  |
|  | Other |  |
| Other | Arab |  |
|  | Other |  |
| Prefer not to say |  |  |