



PUPIL PLACEMENT AGREEMENT FORM

Section 1 - Pupil Details

Name			
Date of Birth		Gender	
NCY		UPN	
Address		Postcode	
Ethnicity	Any other Asian background		Information Not Yet Obtained
	Any other Black background		Pakistani
	Any other ethnic group		Refused
	Any other mixed background		Chinese
	Any other White background		Traveller of Irish heritage
	Bangladeshi		White – British
	Black – African		White - Irish
	Black Caribbean		White and Asian
	Chinese		White and Black African
	Gypsy		White and Black Caribbean
	Roma		Indian

Name of Parent/Carer 1:		Relationship to pupil:	
Address:		Postcode:	
Contact number(s):		Email:	
First language:		Interpreter required:	

Name of Parent/Carer 2:		Relationship to pupil:	
Address:		Postcode:	
Contact number(s):		Email:	
First language:		Interpreter required:	

Emergency contact details (at least 2)

Emergency contact name 1		Relationship to pupil	
Contact number(s)			
Emergency contact name 2		Relationship to pupil	
Contact number(s)			

Academic

Attainment levels	English	Maths	Science	IT & Computing

Areas of academic / vocational strength	
Any barriers to learning & engagement	
Aspirations / areas of interest	

Section 2 - Referral Details

School name/ LA		Date of referral	
Referrer name		Role	
Contact number		Email	

Primary reason for referral/PX (tick one)			
PA	Physical Assault against Adult	DM	Damage
PP	Physical Assault against Pupil	SM	Sexual Misconduct
VA	Verbal Abuse/Threatening Behaviour Adult	RA	Racist Abuse
VB	Verbal Abuse/Threatening Behaviour Pupil	DA	Drug and Alcohol Related
BU	Bullying	DB	Persistent Disruptive Behaviour
TH	Theft		
Additional reason(s): Detailed summary of incident which led to the referral			

Pen portrait of pupil

To support the Referral please include:

- general background information
- attitude to learning and how they feel about school/education
- personality traits
- aspirations and interests
- activities outside of school
- protective factors
- areas of challenge and difficulty
- risk factors including for home visits

Section 3 - Risk assessment

Completed by	
Role	
Date completed	

RISK CATEGORY: AGGRESSION and VIOLENCE IN SCHOOL	0 – No Risk 5 – High Risk	Nature of Risk
Verbal aggression towards peers in school		
Verbal aggression towards staff in school setting		
Violence towards peers in school setting		
Violence towards staff in a school setting		
Throws furniture, equipment around the room when angry, agitated or frustrated		
Other		
RISK CATEGORY: SCHOOL COMMUNITY INTERACTION WITH PEERS	0 – No Risk 5 – High Risk	Nature of Risk
Bullying others		
Manipulation of peers		
Potential to influence others in a negative way		
Presents a management risk in off site activities		
Other		
RISK CATEGORY: SCHOOL and LOCAL COMMUNITY PERSONAL INTERACTION	0 – No Risk 5 – High Risk	Nature of Risk
Malicious damage to school property		
Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups		
Is at risk of modern slavery, trafficking or exploitation		
Is at risk of being radicalised or exploited		
Is frequently missing/goes missing from care or from home		
Is frequently missing/goes missing from school		
Other		

RISK CATEGORY: LEARNING BEHAVIOUR	0 – No Risk 5 – High Risk	Nature of Risk
Disaffection (risk of disrupting lesson)		
Negative reaction to large classes		
Poor concentration		
Inability to be reflective and take ownership of behaviour		
Difficulties coping with unstructured time (i.e. break/ lunch)		
Inability to stay on task		
Inability to comply with Code of Conduct re: behaviour management		
Other		
RISK CATEGORY: EMOTIONAL LITERACY	0 – No Risk 5 – High Risk	Nature of Risk
Vulnerability		
Inappropriate sexualised language		
Low self- esteem		
Easily led by others		
Victimised or bullied by others		
Non-cooperation with outside agencies providing support		
Lack of effective relationships with adults		
Lack of effective relationships with peers		
Isolation from peer group		
Behaviour adversely affected by specific pressures		
Poor communication skills		
Potential to self- harm		
Poor social skills		
Other		

Please forward to: noreen@includedlearning.co.uk

Any queries please contact Noreen on 07380 292211