



Learner Referral Form (please type into the boxes)

Name of Learner			
DoB			
School inc address (If appropriate)		Year Group	
Home address			
Date of Referral			

Parent/Guardian/Carer	
Address (if different)	
Telephone	
Email address	

School Bursar/ Accounts Manager Name	
Telephone	
Email address	

Referring Name	
Telephone	
Email address	

Medical Matters including medication

Educational Summary
Is there an EHCP in place YES /NO? If yes, please supply a copy via email to office@accesseducationnw.org

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Concerns (Suspected or diagnosed - please tick appropriate box(es)) and include evidence if possible, to ensure the correct support is provided	
	Cognition and Learning - General Learning Difficulties
	Cognition and Learning - Specific Learning Difficulties (including dyslexia)
	Communication and Interaction – including social communication
	Speech and Language Difficulties
	Emotional, Social and Mental Health
	Physical – gross and fine motor skills; visual; hearing

SUPPORT PACKAGE

	Number of hours/sessions agreed	Comment
1:1 EOTAS/flexi learning		
Group Sessions		
Additional therapies		

Free school meals	YES/NO
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Signed by referring school leader/commissioner	
Signed by Access Education North West	
Date	

Confidentiality Statement

Any information given to AENW, either verbally or in writing, regarding your young person or your family, will be treated as confidential.

AENW is registered with the [Information Commissioner's Office](#) (ICO) and we are aware of our responsibilities under General Data Protection Regulations (GDPR) and the [Data Protection Act](#), 2018.

Any information relating to your young person is stored digitally in password protected folders, hard copy documents will be shredded after being scanned in.

Information about your young person will not be discussed with anyone else, except those named on initial agreements (namely parents/carers/referring organisation).

Exceptions can be made where written permission has been given to speak to a named individual either as a one-off or an ongoing basis e.g.: a grandparent, school or another tutor your young person might be working with.

If these permissions have been given, they can be withdrawn at any time and in that circumstance, no further communication will be made.

We will, however, divulge confidential information to the relevant authorities if there appears to be a safeguarding issue that potentially affects a young person welfare and/or safety.

During our working relationship, you may find out information about the tutors and their families.

This information should also be kept confidential to respect their privacy. Parents/carers should not discuss any personal information they see, hear or are informed about, with anyone else.

For more information about your full data rights, please look at the [Information Commissioner's Office \(ICO\)](#) website.