



Initial Referral Form

Student Details

Field	Information
Full Name	
Date of Birth	
Gender	
Address	
Postcode	
Year Group	
School/College	
Student ID (if applicable)	
Date of Admission	
Proposed duration of placement?	
Does the student have any additional needs that need to be met? ie, Religious, diet etc	

Parent/Guardian Details

Field	Information
Parent/Guardian 1 Name	
Relationship to Student	
Phone Number	
Email Address	
Address (if different from student)	
Parent/Guardian 2 Name	
Relationship to Student	
Phone Number	
Email Address	
Address (if different from student)	

Emergency Contacts

Field	Information
Emergency Contact 1 Name	
Relationship to Student	
Phone Number	
Alternative Number	
Emergency Contact 2 Name	
Relationship to Student	
Phone Number	
Alternative Number	

Additional Needs and Support

Field	Information
Does the student have any additional learning needs?	
Details of additional needs or support required	
Does the student have an Education, Health and Care Plan (EHCP)?	Yes / No
If yes, provide EHCP reference number or summary of key points	
Current support in place (e.g., SEN support, 1:1 assistance, therapy)	
External agencies involved (if any)	
If So please add details	

Referral Information

Field	Information
Name of Referrer	
Role/Position	
Organisation	
Phone Number	
Email Address	
Date of Referral	
Reason for Referral	

Notes and Additional Information

Field	Information
Relevant medical information	
Allergies	
Preferred communication method (email, phone, etc.)	
Other important notes	
% of attendance at time of Referral	
Does the student require additional staff? ie. 1:1 or 2:1 Support	
Does the Student already have prior commitments that may affect the day's they can attend? If yes please specify and give reason	
What do you hope for the student to gain through this placement?	
Is English the Students first language?	
Does the student have any known allergies?	
GP Details	

For All our policies including Safeguarding please refer to our website EliteAt30BridgeStreet.com.

If you feel that there is anything we should know please email us at TheEliteEA@outlook.com.