Jubilee Academy RESPITE Referral Form

Student Name	Year Group	CLA	Ethnicity	Religion	Pupil Premium	FSM

Parent/Carer Names and Phone Numbers:	

This form is used to book a RESPITE placement which is:	Half Term	One Term
KS3(Years 7, 8 & 9) Pre-Planned *(one-week lead in)*		
KS4(Years 9 & 10) Pre-Planned *(one-week lead in)*		
KS3(Years 7, 8, 9) Emergency *(48-hour lead in)*		
KS4(Years 9 & 10) Emergency *(48-hour lead in)*		

Please email the completed form, SIMS behaviour and attendance log, most recent school report, plus any agency/school plans in place to support the student e.g. PSP, EP Report
To j.kavanagh@thejubileeacademy.org.uk

Please indicate which of the lead criteria for admission the student meets:	**Tick**
Increasing number of internal exclusions for persistent disruptive behaviour	
A Level of disengagement is placing the student at risk of fixed term exclusion	
Inability to cope effectively which is placing the student at risk of fixed term exclusion	
Prolonged school absence, including for medical reasons	
Insufficient or inconsistent attendance	
Unsuccessful managed move to another mainstream school	
Experiencing/has experienced recent bullying (may include cyber-bullying)	
Student has been exposed to CP issues: (Please Specify)	
Student is vulnerable to, or at risk of, possible abuse: (please specify)	
Recent Family Crisis	
Student is struggling to cope with the curriculum and organisation of the school due to additional needs	

Please indicate whether the student is displaying any of the following behaviours:	**Tick**
Passive or extremely withdrawn	
Displaying anti-social behaviour	
Verbal assault including swearing	
Threats of physical harm to others	
Actual physical harm of others	
Fighting	
Bullying others	
Victim of bullying	
Willingness to damage resources/property	
Oppositional behaviour (persistently refusing to follow reasonable requests)	
Social isolation from peers	

Please indicate whether the student is displaying any of the following behaviours: (Continued)	**Tick**
Not talking	
Hiding	
Difficulty establishing friendships	
Difficulty maintaining friendships	
Needs seclusion at lunch/break time	
Highly irritable	
Inattentive	
Impulsive	
Anxious	
Excessive fidgeting	
Highly disruptive	
Throwing of objects	
Shouting	
Leaves classroom without permission	
Attention seeking behaviour	
Behaviour displayed across both the school and home setting	
Smokes cigarettes	

If the student is displaying/experiencing any of the following you will need to contact us:
Drug/alcohol misuse: (possible/definite)
Gang affiliation: (possible/definite)
Sexualised behaviour
In danger of exploitation
Victim of/concern regarding possibility of Female Genital Mutilation (FGM)/Forced Marriage
Exploring sexual/gender Identity

Please give a brief explanation of circumstances leading to referral for a RESPITE PLACEMENT at The Jubilee Academy:

Number of a) Internal exclusions and b) fixed term external exclusions with number of days/reasons: **attach extra sheet if necessary*

Internal/ External?	**Number of days:**	**Reasons:**

To ensure curriculum continuity, including in teaching and learning please bring the following information:

The student's current grades/levels

English:	Maths:	Science:

The student's end of KS2 attainment levels

English:	Maths:	Science:
Student's Strengths	**Student's Interests**	**Student's Aspirations**

Home School Targets For Respite Student's Placement

Please set 3 targets which the student needs to achieve during the RESPITE placement

Details of Special Educational Needs or disabilities

K		SMPH		Low non-verbal reasoning	
S		ODD		Other: please specify	
ADHD		OCD			
ASD		Low verbal reasoning		Provision Map Provided	

CAMHS referral	YES	NO
Known to Social Services	YES	NO
CIN	YES	NO
CP	YES	NO
YOT	YES	NO
EIS	YES	NO
Other Agencies: (Please Specify)	YES	NO

Social Worker + Contact Details:	**Other Agency + Contact Details:**

Headteacher/Deputy Head Signature On Behalf of Parent to Signify Parental Consent/Involvement:

Headteacher/Deputy Head:	**Signed:**	**Date:**

Email Address of Home School Link Colleague:	**Contact Number:**

Please Tick •

Where a place at The Jubilee Academy is offered, admission would be subject to the acceptance by the commissioner of the terms and conditions contained within the contract between The Jubilee Academy and the commissioner for the placement of young people at The Jubilee Academy. The Commissioner confirms their acceptance of these terms and conditions, including relating to the payment of fees, by ticking this box.

Thank you for your support in advance.