

INCLUSION SUPPORT SERVICE

MEDICAL REFERRAL FORM

PUPIL DETAILS	
Name:	DOB: / /
School:	Year Group:
Ethnicity:	UPN
First Language:	UCI
Gender:	ULN
Designated School Contact & contact details:	
Last date of school attendance*: / /	Attendance %

**Attendance Certificate must be included with the referral*

FAMILY DETAILS	
Parent/Carer Name:	Parent/Carer Name:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Home Phone:	Home Phone:
Mobile:	Mobile:
Email:	Email:
Parental Responsibility? YES / NO	Parental Responsibility? YES / NO

If neither of the named above has parental responsibility, please provide details below:

<i>Parental Responsibility</i>	
Name:	Relationship:
Address:	
Home Phone:	Mobile Phone:

CHILD PROTECTION
Child Protection Issues? YES / NO <i>Please specify CIN, CP</i>
Child in Care? YES / NO

OTHER PROFESSIONALS INVOLVED: *What actions are currently in place to support the pupil and who is involved? Please provide as much detail as possible.*

EXTERNAL AGENCY	NATURE OF INTERVENTION	LEAD PROFESSIONAL	CONTACT DETAILS

Health e.g. CAMHS, Speech & Language, Health Visitor			
Early Help			
Education Welfare			
Educational Psychologist			
Social Services			
Police, Young Offenders Service			
Other e.g. Youth Work, Voluntary Orgs			
General Practitioner			
Other, e.g. Consultants			

SCHOOL DETAILS

Previous School attended:

Details of all previous schools (including managed moves as applicable):

Please give the name of the staff member responsible for the liaison and provision of school work

Name:	Position:
Tel No:	Email:

Eligible for Pupil Premium: Free School Meals YES/NO Forces YES/NO

OUTLINE OF MEDICAL CONDITION AND REASON FOR REFERRAL*

**If there is a medical diagnosis, please include*

Emotional and Social Issues e.g.: feeling special; early attachments; risk/actual self-harm; phobias; psychological difficulties; coping with stress, motivation; positive attitudes; confidence; relationship with peers; feeling isolated and solitary; fears, often unhappy

Behavioural Issues – e.g. lifestyle; self-control; reckless or impulsive activity; behaviour with peers; substance misuse, anti-social behaviour; sexual behaviour; offending; violence and aggression; restless and overactive; easily distracted; attention span/concentration/criminal behaviour

Where relevant include behaviour log

Special Educational Needs –

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EHCP: YES NO IN PROGRESS <i>(Delete as appropriate)</i>

If YES reason for EHCP:

Issue Date: / /	Date of last annual review: / /
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<i>ECHP needs to be sent with referral. If in progress, please specify what stage and include draft copy of EHCP.</i>

Attitude to Work – including Enthusiasm, Interests and Strengths

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Previous Strategies

Please describe the strategies already employed, whether successful or not and provide copies of Individual Education Plans/Individual Behavioural Plans/Pastoral Support Plans where appropriate

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Anticipated outcomes – what would you hope to achieve following this referral?

Please share your ideas for how the school and the Education Centre/LA might work together to meet the needs of this pupil

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Current educational provision – what education is the pupil currently receiving?

Please detail the amount of education currently being provided, by whom, and comment on engagement

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Please confirm Parents / Carers are aware of referral YES / NO

Profile of Pupil Capability – Please complete as fully as possible

Key Stage 2 – must be completed

	Reading	Mathematics	Science
Test level achieved			
Teacher assessment			

Key Stage 3 – must be completed if in KS4

	Reading	Mathematics	Science
Test level achieved			
Teacher assessment			

Cognitive Abilities Test

Verbal	Quantitative	Non-verbal	Average

Reading Age	Spelling Age	Dates when tested

Access Arrangements

Reader YES / NO Scribe YES / NO Overlays YES / NO
 Laptop YES / NO 25% extra time YES / NO

Key Stage 4 – Targets for GCSE Performance

Subject	Exam Board	Current Grade	Target Grade	Subject	Exam Board	Current Grade	Target Grade
English				Design Technology (please specify)			

Maths				Option 1			
Science				Option 2			
Humanities (please specify)				Option 3			
14-16 College Course				Extended Work Experience			

Examinations Officer:	
Tel:	Email:

(MEDICAL) EDUCATIONAL INCLUSION REFERRAL CHECKLIST

Please ensure that the relevant parts of the following information are attached before sending the referral to ISS on attendance.queries@hants.gov.uk

- € Any reports (e.g. academic, medical and other agency involvement)
- € Attendance Record
- € Copy of EHCP
- € IEP / IBMP / PSP
- € Most recent PEP
- € Behaviour Logs

Headteacher signature:.....

Headteacher name (print): Date:

**Hampshire County Council
Education Incusion Service (EIS) Service– Partners Privacy Notice**

Why

do we collect and use this information?

Hampshire County Council is the Data Controller for the purpose of collecting and using pupil information from you as a professional or agency to carry out our statutory functions in

relation to referrals and medical referrals for educational support through the Inclusion Support Service.

We collect information about children and young people as well as information about their parent or carer and other individuals within their family. We hold this personal data securely and use it to:

- Deliver our statutory duties as set out in relevant Children's legislation;
- Ensure provision of full-time education for pupils, including preparation of reports;
- Contribute to the core education record of the pupil held by the County Council;
- Undertake statistical and financial forecasting and planning;
- Complete statutory returns;
- Assist in providing information, advice and support and developing our local offer;
- Evaluate and improve our services;
- Undertake wider County Council statutory duties in support of a child's education and welfare; and
- Ensure compliance with our obligations under the accuracy principle of the General Data Protection Regulation (Article (5)(1)(d)), making sure our records about you and your family are up to date.

CAPITA plc is a data processor for this information acting on our instructions for the purpose of delivering a contract to the County Council around the hosting and supporting of the CAPITA One system, which the County Council uses to store the information provided to us, as identified under this privacy notice. This includes accessing the CAPITA One system to fix any technical issues to ensure the system is fit for use.

The following sections provide further detail around the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we're not handling this information in the right way.

The categories of information that we collect, hold and share

The following personal and special category information is processed:

- a child's personal information (name, address, date of birth) and characteristics (such as gender);
- Personal information about the school currently attended by the child;
- Personal information about the child's education;
- Health information about the child including relevant medical evidence and SEN involvement;
- Information contributed by professionals currently working with the child;
- Personal information about the parents and wider family;
- Cognitive performance data;
- Relevant social care data;

The lawful basis on which we process this information

We collect, store, use and share the information ensuring that we comply with the UK General Data Protection Regulation (UKGDPR) and Data Protection Act 2018 (DPA2018) requirements for processing through:

- Article 6(1)(e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;
- Article 9(2)(g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; and
- Sch.1, Pt.2, 1 - Substantial public interest conditions, for processing under the DPA 2018.

These articles under the UKGDPR and the DPA2018 are supported by the following specific legislation and statutory guidance:

- Children and Families Act, 2014, section 100;
- Education Act 1996, Section 19;

- Equality Act 2010;
- Statutory Guidance for Local Authorities, January 2013;
- Out of School Out of Mind, 2011;
- Ofsted Subsidiary Guidance, 2012;
- Alternative Provision Statutory Guidance, January 2013;
- SEND Code of Practice, January 2015;
- Supporting pupils at school with medical conditions, December 2015;

Under this lawful basis we do not require your consent to process this information once a request for assessment has been received but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it.

Storing and Securing Data

Information provided to us will be held within the County Council's CAPITA One system, which is we use to provide our service case management system. The information held within CAPITA One will be kept in line with our retention schedule and then disposed of as appropriate. The County Council's CAPITA One system is hosted by CAPITA plc in secure data centres based in the UK. No information leaves the European Economic Area (EEA) and the information is encrypted when in transit between County Council users of the system and the data centre the information is hosted within.

Any relevant paper based documentation, including any supporting evidence you provide will be scanned to create an electronic record and stored within the County Council's Document Management System (DMS), with the paper version being destroyed. The file will be linked to the record created in CAPITA One by the use of a reference identifier. The information held within the County Council's DMS will be kept in line with our retention schedule and then deleted as appropriate. The County Council's DMS is hosted by the County Council in secure UK based data centres, which are on site. No information leaves the European Economic Area (EEA).

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

Who do we share information with?

We do not share information with anyone unless there is a lawful basis that allows us to do so. Information contained within the referrals may be shared with relevant professionals as long as it necessary, relevant and proportionate to task being undertaken.

Requesting access to your personal data and your rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or someone you have responsibility for, please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around this process can be found via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

You also have the right to:

- prevent processing for the purpose of direct marketing;
- object to decisions being taken by solely automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Please note that under the UKGDPR, there is also a right to erasure but the right to erasure does not provide an absolute 'right to be forgotten'. Where the data being processed is for the purpose of 'performing a task in the public interest or for our official functions, and the task or function has a clear basis in law' (Article 6(1)(e)), this right does not automatically apply.

If you have a concern about the way we are collecting or using personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

Contact Details

If you would like more information about these services please visit our website via: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/sen>

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice: <https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>