

STRICTLY CONFIDENTIAL

Bright Stars Education and Training Ltd



Referral Form for tuition:

Please complete ALL sections of the form. If an item is not relevant then put N/A or NO.
Please send to I.martindale@bright-stars-education.com when completed.

1. Referring Agency

Referrer name and agency			
Named contact			
Tel. No.		Email	

2. Student Details

Name		Date of Birth	
Gender		Ethnicity	
First language		Nationality	
Status (UASC /AS / Ref)		Religion	
Current School Year (office use)			
Contact Address			
Contact details (personal phone/email)			
Tel. N°.	Day		Email
	Evening		

Parent / Carer / Responsible Person Information

Name	
What is their relationship to the student?	
Address	

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Tel. No.		Email	
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Medical Needs *(please provide details)*

Medical	
Medical (2)	
Known Allergies	
Dietary Requirements	
Accessibility Issues	

2. Education Profile

Student's prior experience

Previous education (UK or abroad) – including areas of strength/interest

Attendance Information (if relevant)

Previous Attendance (%)	Authorised Absence (%)	Unauthorised Absence (%)	Date of last Attendance

3. SEND Profile

Please provide details:

Does the student have additional social/behaviour/learning needs as well as EAL?	YES / NO If yes, please give details
Does the student have a specific diagnosis or EHCP? (e.g. ADHD, ASD, Epilepsy, Dyslexia)	YES / NO
Does the student have a Risk Assessment in place?	YES / NO If yes, please attach

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4. Social Profile

Is the student/family open to social care?	YES / NO		
If yes, please provide contact details			
Social Worker Name		Tel. N°	

Name of other key professionals		Tel. N°	
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Known Issues	Support in place

Other Agency Involvement (tick all that apply)

	Current	Expired	Contact Name	Email
NNRF				
Futures				
CAMHS				
YOT				
Other (state)				

Current Status:

Which vulnerable groups are applicable?

Looked After ☐ Unaccompanied asylum seeker ☐ Child of asylum seeker/refugee ☐
Young carer ☐ Teenage parent ☐ College refuser ☐

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5. Reason for Referral

N.B. Please provide specific reasons for the referral

6. Checklist – admissions criteria

	Y/N
Is the student an asylum seeker or refugee?	
Has the student arrived in the UK within the last 2 years?	
Has the student accessed education in the UK for less than a year?	
Does the student need support with English in order to access further educational opportunities?	

Date referral form completed:

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Bright Stars Education & Training

Unit 42 Telford Business Development Centre
Stafford Park 4, Telford, Shropshire TF3 3BA
Tel 07792 816036
email l.martindale@bright-stars-education.com
www.bright-stars-education.com