**It is important the form is typed and not handwritten.**

**Please provide full details of the child to enable a better understanding of their background, needs and abilities. This will aid a clearer understanding of the education provision/support being requested and will be shared with schools/education providers and professionals involved in supporting the child/young person.**

**A full copy of our Privacy Notice setting out your rights in relation to your personal data is available on** [www.kent.gov.uk/privacy](http://www.kent.gov.uk/privacy)

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| 1. **CHILD’S DETAILS** | | | |
| **FORENAME:** | **SURNAME:** | **DOB:** | **GENDER:** |
| **PLACEMENT ADDRESS:** | | **CURRENT YEAR GROUP:**  **UPN:** | |
| 1. **NOTIFICATION** | | | |
| Please note there is a Statutory Duty for a Local Authority to formally notify of the placing of a Looked After Child into another local authority area and of any subsequent placement changes. Please click on the link below for guidance and a direct link to the form.  [https://www.kscmp.org.uk/procedures/looked-after-children-placed-by-other-local-authorities-in-kent](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kscmp.org.uk%2Fprocedures%2Flooked-after-children-placed-by-other-local-authorities-in-kent&data=04%7C01%7CLynne.Northwood-Jones%40kent.gov.uk%7C7012909acb424578046c08d8b32f3ef8%7C3253a20dc7354bfea8b73e6ab37f5f90%7C0%7C0%7C637456362782725733%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=xsm5gBiVKExkw4q0ALtGXWk%2BwG8xCys4ZleiAhOEjxc%3D&reserved=0)  **Date Kent County Council notified:**  **Who holds parental responsibility for this child?**  **Which Local Authority is the Corporate Parent?** | | | |
| **When was the child placed here?**  **Please provide full details why the child was placed away from their home Local Authority and in Kent:**  **If this is an emergency placement, please explain the reasons why:**  **Is this a long-term placement?**  **Is this placement temporary whilst appropriate placement and education planning takes place?** | | | |

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| 1. **PROFESSIONALS ASSOCIATED WITH THIS CHILD** | | |
| **Social worker details (address/telephone/email):**  **Virtual School contact details (address/telephone/email):**  **Independent Fostering Agency (address/telephone/email):**  **Independent Reviewing Officer (IRO) details (address/telephone/email):** | | |
| 1. **CARER’S DETAILS** | | |
| **TITLE:** | **FORENAME:** | **SURNAME:** |
| **TELEPHONE NUMBER:** | **EMAIL ADDRESS:** | |

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| 1. **CURRENT & PREVIOUS SCHOOL DETAILS** | | | | | | | | |
| **Please provide details of the last 3 years education provision; name of schools attended, dates of attendance etc.**  **If there has been a gap in education provision, please provide reasons:**  **What are the child’s strengths and are there any barriers to learning?** | | | | | | | | |
| **Please provide the most recent school report and Personal Education Plan** (Please send the most recent PEP as an attachment) | | | | | | | | |
| 1. **BASELINE DATA** | | | | | | | | |
| **CAT Scores** | **Verbal** | |  | **Non-Verbal** | |  | **Quantitative** |  |
| **KS2 Levels** | **English** | |  | **Maths** | |  | **Science** |  |
| **KS3 Levels** | **English** | |  | **Maths** | |  | **Science** |  |
| **Please provide information on GCSEs/GNVQs currently being undertaken by the student. Please include details of chosen options/exam boards.** | | | | | | | | |
| **Subject** | | **Predicted Grades** | | | **Exam Board** | | | |
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| **Attendance Record from previous school:** | | | | | | | | |
| **Details of any exclusions from previous school:** | | | | | | | | |
| **Did they have any behaviour issues whilst attending the previous school?** (please give details) **How does the placing authority intend to support this child’s transition into school?** | | | | | | | | |
| **Does the child have identified SEN?**  **How is this supported in school?**  **Is an assessment for an EHCP in process?** | | | | | | | | |
| **Please give details of any other professional involvement** (contact name/telephone): | | | | | | | | |
| **Health** (please give details of any health/medical issues): | | | | | | | | |

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| 1. **NEW EDUCATION PROVISION** |
| **As the Corporate Parent please identify the preferred education provision:**  **Please state your reasons for naming this provision:**  **If the identified / preferred school is not within walking distance from the placement, please advise if the carer would be able to drive the child to and from school:**  **Has any request been made directly to any school for admission?**  **Have you been refused admission by any school?** |
| **Date of next CIC / LAC Review meeting:** |
| 1. **CIC / LAC Status (history/background)** |
| **Any other relevant information that would be considered useful for an education provider?**  **Does the child/young person have any emotional needs requiring additional support that a school should be aware of?** |

**Please return by email to either the admin email inbox or to the relevant Senior Access to Education Officer responsible for the district in which the child has been placed in Kent (see below).**

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| Senior Access to Education Officers (admin email inbox) | **All Kent Districts** | [saeoadmissions@kent.gov.uk](mailto:saeoadmissions@kent.gov.uk) |
| Carmen Louth | **Dartford, Gravesham, and Sevenoaks** | [carmen.louth@kent.gov.uk](mailto:carmen.louth@kent.gov.uk) |
| Lynne Northwood-Jones | **Canterbury and Thanet** | [lynne.northwood-jones@kent.gov.uk](mailto:lynne.northwood-jones@kent.gov.uk) |
| Charlotte Green | **Swale** | [charlotte.green4@kent.gov.uk](mailto:charlotte.green4@kent.gov.uk) |
| Andrea Roffe | **Ashford, Dover, Folkestone & Hythe** | [andrea.roffe@kent.gov.uk](mailto:andrea.roffe@kent.gov.uk) |
| Zoe Webb | **Maidstone & Malling, Tonbridge, and Tunbridge Wells** | [zoe.webb@kent.gov.uk](mailto:zoe.webb@kent.gov.uk) |

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| *Kent County Council is a data controller under the scope of the Data Protection Act 1998 and is therefore required to comply with the eight principles of good information handling. We will ensure that your information is processed fairly and lawfully and used only for the intended purpose(s). On occasion it may be necessary to share this information with other agencies on a need-to-know basis.*  *Please ensure that you have read KCC’s Admissions Privacy Notice at* [*www.kent.gov.uk/about-the-council/contact-us/access-to-information/gdpr-privacy-notices/education/admissions*](http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/gdpr-privacy-notices/education/admissions) *before completing this form.* |