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Targeted Education Support Service

Request for Service Involvement 2024-2025

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| **Pupil Name:** | **d.o.b.:** | **Age:**  **Year:** |

|  |  |  |
| --- | --- | --- |
| **School:** | **Attendance: %** | **Suspensions:** |

|  |  |
| --- | --- |
| **School Staff:** | **TESS Staff:** |

**Parent/Carer:**

|  |  |  |
| --- | --- | --- |
| **Child looked after? Yes/No**  **Is Child looked after to Wigan? Yes/No If NO, which LA:** | | |
|  | | |
| **Other Agency**  **Involvement** | **Name of Professional** | **Dates of Involvement** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **What are we concerned**  **about** | **What’s working well** | **Desirable outcomes** |
| **Parents/Carers** |  |  |
|  |  |  |
| **School** |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Primary Need |  | Additional Need |
|  | Cognition and Learning |  | Cognition and Learning |
|  | Communication and Interaction |  | Communication and Interaction |
|  | Sensory and/or Physical |  | Sensory and/or Physical |
|  | Social, Emotional, Mental Health |  | Social, Emotional, Mental Health |

**Supporting Evidence:**

**Please ensure that you show evidence of the Graduated Approach over time. Please attach a current IEP (or equivalent).**

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| --- | --- | --- |
| **The following box MUST be signed before any support can take place. This Request for Service Involvement form will be valid for the entirety of your child’s education at this school. If the child changes schools, then a new Request for Service Involvement will be required but historic reports can be shared.**  **GDPR:**  The Targeted Education Support Service will hold records on your child, including this referral form, reports, file notes and information provided by other Education, Health and Care agencies. This will enable us to access information about our work with your child and to ensure they get the best possible co-ordinated support. This will give us an accurate record of the services that have been involved to support your child. More information relating to this can be found in the attached Targeted Education Support Service Privacy Notice which can be viewed at [www.wigan.gov.uk.](http://www.wigan.gov.uk/)  **Please sign below to show that you consent to support for your child, from our service, which requires the processing and sharing of personal data in accordance with our Privacy Notice.**  **I agree to the involvement of the Targeted Education Support Service in helping to meet the educational needs of my child. For Looked after Children this form can only be signed by those who have authority to sign as agreed in the child’s**  **Care Plan.** | | |
|  | | |
| **Parent(s)/Carer(s) Please sign once the form has been populated by school**  **and yourselves.** | **Name: Signature:**  **Date:** | **Name: Signature:**  **Date:** |
|  |  |  |
| **School** | **Name:**  **Signature:** | **Date:** |