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| **Section A – Personal Details** |
| **Full Name of person needing support** **DOB** **Year group**  **Name Known as**  **Sex** M: F: **Gender Identity** Boy: Girl: Prefer to self-identify:  **Address** |
| **Reason for referral** |
| Medical  School Attendance |

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| **Section B – School details** |
| Key Contact Person and position  Email Contact Number  Name of DSL  Email Contact Number |

**There is a cost to schools for HHELC provision. Please provide contact details for your finance department**

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| **Name** |  | **Email Address** |  |

This referral form is tied to the Nottingham City Council contract and traded services agreement for education services. By completing the referral form you are agreeing to the terms and conditions of the external contract (for academies) and the traded services agreement (for maintained schools)

The Hospital and Home Education Learning Centre (HHELC) will have responsibility for the safeguarding of this pupil during timetabled teaching sessions. Safeguarding of this pupil outside of these sessions remains the responsibility of their mainstream school.

HHELC will inform the pupil’s mainstream school of any safeguarding concerns which arise during teaching sessions, or those that come to our attention. All safeguarding concerns will also be dealt with in accordance with HHELC’s Safeguarding Policy.

Person Making the referral: I understand that costs relating to support from HHELC will be recouped from School/Academy respectively at the end of each school term**.**

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| **Signed** | **Print Name** |
| **Date** | **Position - Must be Head Teacher/Principal/Member of Senior Leadership Team (please delete)** |

**Please email the completed referral form and supporting documents to referrals@hhe.nottingham.sch.uk. Please ensure that all personal and sensitive information is sent securely. For administrative purposes, please ensure that the referral form is returned in WORD format.**

**Data Protection:**

The information provided on this form will be processed to making a decision regarding educational provision for pupils of statutory school age. Information will be shared with other Councils; external support services; admission authorities; and educational providers such as schools, academies and alternative providers as part of the fair access protocol or arranging alternative provision.

For further information, please see the Councils privacy statement <https://www.nottinghamcity.gov.uk/privacy-statement/>. All information collected will be controlled, processed and held securely under principles of The Data Protection Act 2018. For further information on data protection, the Council’s use of information sharing, please contact the Data Protection Team on 0115 876 3855 or [data.protection@nottinghamcity.gov.uk](mailto:data.protection@nottinghamcity.gov.uk)