



PUPIL RECORD

ANNEX I

If a child has special needs / disabilities / learning difficulties, a meeting is arranged with the Head of Inclusion / Wellbeing Practitioner. They will meet with the child for a period of time, to ascertain the level and intensity of the special need. They will also discuss the same with the parent and go through any reports and/or medical notes related to a child's learning needs.

- 1- If it is very clear that a pupil requires one-to-one support, the parents are then expected to supply an individual learning assistant at their cost. The School may offer recommendations.
- 2- Initially, if it is not clear what the pupil's learning requirements are, a "settling in period" will be given. This gives the School time to assess how to best meet the needs of the child. A further conversation will be held after this period.

Please attach a copy of reports to support your child's application.

Name of pupil: _____ Date: _____

Name of parent/s: _____

Signature/s: _____