

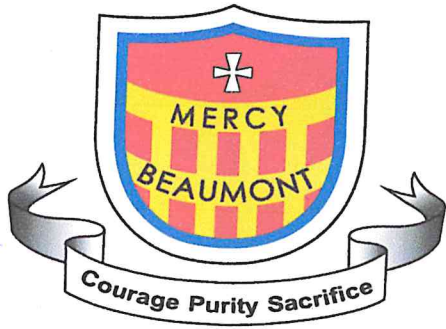
AEN REFERRAL ENVELOPE

Please return to the relevant box in the staffroom

For the attention of:

Name of Teacher making referral _____

Please Find Enclosed	Place a tick in the box
Fully Completed Referral Form	
Completed Teacher's Survey	
2 Examples of Students work	



AEN Referral Form

1st and 2nd Year

3rd Year and TY

5th and 6th Year

Dear Colleagues,

Please complete and return this referral form if you have a concern about your students. We will acknowledge your referral by email and update you regarding supports offered where appropriate.

Please provide **2 samples** of student work with this referral that best illustrate your concern.

Please put the completed form in the envelope provided and place in the relevant post box in the staffroom.

Thank you for your observations. Appropriate measures from the continuum of support will be used to support students where necessary.

AEN Dept.

Name of Student	
Class	
Name of teacher referring student	
Subject of concern	
Date of submission	

1. Please indicate the area of concern:

- Communication (Receptive, expressive etc.)
- Comprehension (of subject material, teacher direction etc.)
- Social & emotional challenges
- Sensory/ Physical challenges
- Exam/CBA etc.
- Time management
- Other

2. Please explain your concerns and the difficulties the student has in accessing the curriculum. Include previous exam results if necessary).

3. Please outline steps you have **already** taken to provide support for your student.

Conversation with Student:

Read Cat 4
(See VS Ware)

Differentiation:

Alternative learning resources:

Strategies implemented:

Other:

Subject Teacher Survey

Student	Teacher	Subject
<p>This section is to record factors that may affect a student's ability to learn. The number circled allow for comparisons over time.</p>		
Area of Concern	Scoring Criteria	Comments
Attitude towards staff	Negative -----Positive and appropriate 1 2 3 4 5 6	
Co-operation with peers	Unable to share -----Enjoys group with others play/work 1 2 3 4 5 6	
Motivation	Very little -----Self motivated will motivate 1 2 3 4 5 6	
Participation and oral response	Withdrawn ----- Keen to take part or shy 1 2 3 4 5 6	
Enthusiasm for written work	Seldom wants ----- Works hard most to work pride in work 1 2 3 4 5 6	
Presentation of work	Takes little ----- Always takes care of work pride in work 1 2 3 4 5 6 7	
Following verbal instructions	Needs further ----- Can work direction alone 1 2 3 4 5 6	
Following written instructions	Unable to work ----- Can work alone alone 1 2 3 4 5 6	
Group size required	Needs constant ----- Can function one to one in any group 1 2 3 4 5 6	
Behaviour in class	Disruptive ----- Never disrupts most lessons 1 2 3 4 5 6	
General progress	No progress ----- Skills/knowledge increasing 1 2 3 4 5 6	
Creativity and innovation	Shows little ----- Creative and imagination innovation 1 2 3 4 5 6	
Aggressive towards Staff and peers	Assertive and fair ----- Passive 1 2 3 4 5 6	
Tantrums / Sulks	Copes with failure ----- Depressed Appropriately and withdrawn 1 2 3 4 5 6	

For office use:

Action	√	Date	Teacher
PA received/consulted			
CAT4 reviewed			
CG Referral			
Testing advised			
Support Plan necessary			
Parent/Guardian contacted			
External supports advised			
2 Teacher Survey's Received			
Other			

Notes: