



Student Referral Form

Name of student

Form group

Date

Teacher making referral :

Instructions for use

In the first instance the classroom teacher is expected to deal with any behavioural or academic issue pertaining to students in their care. Very serious issues should be referred to Heads of Department immediately. Heads of Department are expected to take responsibility for academic issues that may arise such as non-completion of homework. Only when these steps have been taken should a stage 3 referral be made.

Stage 1 **Reason for referral** Academic / Behaviour (circle)

Action taken by **Subject Teacher**

Stage 2 Action taken by **Head of Department**

Stage 3 Referred to Head of Year who places student in Lunchtime detention on a Friday or after school. Appropriate books filled in sec office.

Work should be set by **HoD** and given in to Secondary Office. **COPY form TUTOR**