

# Haringey Language and Autism Support Team (LAST) Information and Consent Form - Request for Involvement



## Request for Involvement Language and Autism Support Team

Please **email** the completed form and relevant documents, including a current one page profile or support plan, using a secure email solution (which is a secure way to send confidential information) to [esther.joseph@haringey.gov.uk](mailto:esther.joseph@haringey.gov.uk).

Please see end of form for Right to be Informed Privacy Notice.

Upon receipt of this form, you will be offered an online consultation with a member of the team – please indicate your preferred day at the end of the form. We aim to meet with you within two weeks of receiving the referral to co-ordinate a plan.

CONFIDENTIAL		
Name of pupil:	School:	Date:
Year Group:	DOB:	SEN Stage: (SEN/EHCP)
Class Teacher:	Staff making request and role:	Parent/Carer name and contact details:
Attainment and Attendance		
English:	Maths:	Attendance:

**Form B** Request for Involvement from the Haringey LAST  
Please return to: [esther.joseph@haringey.gov.uk](mailto:esther.joseph@haringey.gov.uk) T: 0208 489 3466

(Please note a specialist support package needs to be purchased via [Traded Services](#) prior to visits for children without an EHCP)

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Support requested			
Briefly outline the current situation including current academic levels of attainment and progress.			
Nature of support requested, please indicate focus, e.g. behaviour, sensory, curriculum, peer support, other (please specify)		What have you tried already?	
What has worked well		What previous input have you had from the Language and Autism Support Team?	
What outcomes are you hoping for?		Have parents/carers consented to this referral?	
What training/advice relating to the young person's needs have practitioners in the setting accessed?		How was this training or how will it be embedded?	
Please send a copy of current One Page Profile/Individual Education Plan with this form			

Please indicate your preferred time for an online consultation to discuss the information above.

Tuesday am	
Thursday am	
Friday am	

Note: Please ensure all parents/carers with parental responsibility have been informed of the request for involvement for this young person.

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Data Protection Act 2018 Right to be informed – Privacy Notice	
Organisation collecting your information	Haringey Council’s Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the <a href="#">Data Protection</a> section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.
Why we need your personal information	To provide you with Language and Autism and Early Years Inclusion support services. This includes assessments, advice and intervening directly with educational settings (i.e. school, nursery etc.)
Data Protection Act 2018 basis for processing	Processing is necessary for compliance with a legal obligation
Details of statutory or contractual obligation	Children and Families Act 2014 (section 3), Education Act 1996
Consequences of not providing the information	We may not be able to respond to a complaint if raised.
Who we might share your information with	Haringey Officers, DfE and other professionals if required, schools, colleges, preschool settings, health, other professionals, other local authorities where necessary.
How long we will we keep your information	25 years from DOB

Form B

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To be completed by a member of the LAST team at the online consultation:

Date of meeting:	Persons present:
Outline of plan:	

Bespoke Specialist Support	
Full day Specialist Support	£520
Half Day Specialist Support	£300
Bite Sized (up to 1 ½ hours) Specialist Support	£150

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