

Early intervention planning meeting [Click here to enter a date.](#)

Completed by

Meeting attendees

Name	Role

Pupil name:

School:

Contact at school:

Paperwork completed

Recently reviewed MSP

Last school report

Attendance report for the academic year

Behaviour report

Reports from SENCO / EP

Any CP paperwork / minutes if appropriate

SDQ paperwork from subject staff

EP supporting:

Purpose of placement

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Dates of reviews (should be no further than 4 weeks apart)

Review number	Date

Return to school date [Click here to enter a date.](#)

Who will attend reviews?

Name	Role	Contact details

Integration plan – getting to know pupil sessions - who will be key member of staff in Westfields?

What timetable is pupil currently doing? Part time? What hours?

Other information

Signed

Date [Click here to enter a date.](#)