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# FORM A



**Meeting the needs of your child – Form A**

**To be completed electronically or typed up after the meeting and shared with all attendees.**

**What is the concern?**

**Why has this meeting been called, who has raised the concern and what is the nature of that concern?**

**Are these concerns shared by others?**

**Is there agreement that these concerns about the CYP’s progress, wellbeing and/or experience are well placed?**

**What impact is this having on the child?**

**What are the views of the child?**

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**Discussion outcome – Is there agreement that this concern falls within the ‘best endeavours/reasonable adjustments’ duty?**

**Where there is consensus, what needs to be done, by whom and by when? What needs to happen to address the disadvantage/s identified?**

**Actions**

**By whom**

**By when**

**Process for review?**

**Where there is no consensus, what will happen next?**

**Date of Meeting:**

**Attended By:**

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