

Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn



Completion of Neurological Assessment forms

Date adopted: 24th September 2025

Review date: 24th September 2027



Policy on Completion of Neurological Assessment Forms

At Barford St. Peter's Primary School, we are committed to supporting all children and their families in accessing appropriate educational and health services. To ensure that our staff can manage their time effectively and continue to provide high-quality education, we have established the following policy regarding the completion of forms associated with neurological assessments:

1. NHS Forms

We will complete forms provided by NHS professionals as part of a child's assessment or referral process.

2. Private Assessments

We will only complete forms associated with private neurological assessments if they are no longer than one side of A4.

3. Extended Forms

If a parent or guardian requests the completion of a form that exceeds one side of A4, a charge of £250 will apply. This fee covers the cost of employing a supply teacher for the afternoon to allow staff time to complete the documentation thoroughly and professionally.

4. Requests and Payment

All requests for form completion must be submitted in writing to the school office. If the form exceeds the one-page limit, parents will be notified of the charge and asked to confirm acceptance before the form is completed.

5. Exceptions

This policy does not apply to statutory or safeguarding documentation, which will be completed as required by law.

We appreciate your understanding and cooperation in helping us manage staff workload while continuing to support your child's educational and developmental needs.