

# Template for alternative provision academy and free school referral arrangements[[1]](#footnote-1)

This template can be used by any AP academy and free school as a basis to draft a referral policy. The type of information to be included in a referral form for commissioners to use is at annex C. Both the policy and form should be uploaded to the school’s website.

## [School name] referral arrangements for [year]

### Introductory statement

[Name of school] is a [short description of the type of school and what it wants to achieve]

The aim of [school] is to re-engage its students into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

### Number of places available

The School will provide education for [total number of full time equivalent pupils] aged [age-age] [[2]](#footnote-2) These places will be a mix of full time and part time places.

### Registration arrangements

Where students are on the roll of another school and attend for a short period of time (i.e. mostly fixed period exclusions or a school educating a child off-site) the student will be dual registered at his current school and this academy.

Where students are not on the roll of another school (i.e. mainly where they have been permanently excluded) they will be registered at this academy.

[Also add a note here about permanent exclusions and how you will work with the LA to find new school, where appropriate].

### Students supported by the school

The school will specialise in providing places for:

* Those who have been permanently excluded or who are at risk of permanent exclusion;
* etc.[[3]](#footnote-3).

### Referral arrangements

To acquire a place at the school, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form here [URL]

## Commissioning process

### Point of contact

The point of contact for commissioners is [name and contact]

Once a commissioner makes contact with the school [then set out the commissioning process. [An example is set out in annex A]

### Induction

[Set out your post admission induction process for referred pupils. What will they do? How will you assess them? Who will they see? How long will it last post entry?]

### The admission of students with special educational needs.

Students with a statement of special educational needs or education health and care plan naming the academy will be admitted.

### Criteria to be applied in respect of other pupils when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)
2. Students who live closest to the school in a straight line. [Set out how distance will be measured – here’s an example: Distance will be measured from the front door of a student’s home to the front gate/door of the school. If pupils live exactly the same distance away from the school, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of the school. ][[4]](#footnote-4)

### Offers

If we can accept a referral[[5]](#footnote-5) we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date[[6]](#footnote-6), the date by which the offer should be accepted and the address to which to respond.

### Procedure following an offer

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

### Appeals against any refusal to accept a referral

[Set out how you will handle appeals. Ideally an independent panel unconnected to the school should consider them. A couple of examples are set out at annex B]

### Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process which is published here [URL].

If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk).

### Equal Opportunities

The academy is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

### Review

This policy will be reviewed annually and any amended policy for the following September will be published on the school’s website before the end of the preceding September (i.e. the policy for 2018 referrals will be published in September 2017). The policy will remain on the website throughout the school year.

### Links to other policies

This policy should be read in conjunction with the school’s other policies published here [then include links to:

* SEN policy,
* curriculum,
* induction process,
* reintegration policy,
* equal opps policy,
* complaints procedure,
* assessment policy,
* safeguarding policy;
* etc.

## Annex A - Commissioning process

### Point of contact

The point of contact for commissioners is [name and contact]

### Local Authority commissioners

When the commissioner is a local authority, it will be purchasing places at the school. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification. The Specification will set out the obligations of the school, the commissioning authority and the child’s host school so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance. The school will seek and welcome contractual arrangements with key local authorities proximal to the school. The contract monitoring review process will be on a six weekly basis in agreement with the commissioner. The school will collate demographic and outcome data gathered in relation to the pupils’ needs, attendance, academic performance and behavioural presentation in the school. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

### School and academy commissioners

The school will also provide similar contracting procedures for individual schools and academies.

### Funding

Each full-time equivalent place in alternative provision free schools will attract base funding of £10,000 per place.

[Provide details of top up funding including level of funding for full and part time places, clear details of pro-rata costs, fixed charges, and charges for reintegration etc. where appropriate].

Commissioners (schools, academies and local authorities) will provide top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the pupil’s assessed needs and the cost of meeting those needs in the school, and will come from the local authority or other school that commissions the place. Prior to agreeing a referral the school will agree the level of top-up funding with the commissioner.

Annex B Appeals

### Example 1:

The commissioner should write to [name and contact] outlining reasons supporting the referral and any supporting documentation. [body or person] will consider this and reply within 15 days, stating the school’s position. If a place is not granted after that process, the commissioner may make a final appeal and request a review from the academy trust. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the final appeal being received and final outcomes notified within 5 working days of the hearing.

### Example 2:

The commissioner should write to [name and contact] outlining reasons supporting the referral and any supporting documentation. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

Annex C Referral Form

### Young Persons details including;

* Names
* Gender
* Address
* Name of referring school/ most recent school attended;
* Previous schools
* Year group
* UPN
* Ethnicity
* FSM
* PP
* EAL, 1st language, home language
* CiN
* CP
* LAC
* CAF

### Parent. Carer details

* Names
* Relationship to young person
* Address/ contact details
* Parental responsibility contact details

### Ability and Potential

* % Attendance
* Exclusions – No. incidents and No. days
* KS1 outcomes
* KS2 Teacher Assessment/ SATS
* KS3 Progress/ Teacher Assessment
* KS4 Predicted Grades
* Examining body (if accredited rate stated)
* Other assessments including;
* Reading age
* Spelling age
* CATS/ other
* PASS/ other attitudinal assessments
* Assessment reports from external professionals
* Option choices/ subjects currently studying

### Agency Involvement

* Agency
* Lead Professional
* Intervention/support
* Date started and completed

### Reasons for Referral

* Current challenges for the learner
* Learner needs bot being met in school
* Preferred programme of study/ intervention (linked to ‘ability & potential section)
* Expected duration of placement
* Expectations of placement outcomes ( linked to ‘ability & potential section)

### Safeguarding

* Assessment of potential risk factors including;
* Offending
* Bullying
* Arson
* Physical assault
* Young carer
* Self-harm
* Sexual exploitation

### Parental Consent

* Confirm parents are aware of the referral
* Confirm parents agree to the referral

© Crown copyright 2016

1. Please note that alternative provision academies provide full-time or part-time education for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not otherwise receive suitable education for any period. Alternative provision should not be used as a proxy for SEN provision nor as a solution for children who are not attaining high standards at other schools. They exist tom re-engage children with education. They should normally aim to work towards reintegrating students back into mainstream provision. Places can be part time or full-time and students should be dual registered with their home school unless they have no other school. If a commissioner funds a place the academy should admit that child without carrying out a further assessment of need as part of the admission process. The only exception to this is where the school is full. In such a case it can apply its oversubscription criteria to determine who is admitted. [↑](#footnote-ref-1)
2. The school can break its numbers of places down by year group if it wishes to be more specific and it can set out any year by year numbers as it builds up to full capacity. [↑](#footnote-ref-2)
3. There may be a number of other groups of students you will wish to target. [↑](#footnote-ref-3)
4. Other criteria may be used. [↑](#footnote-ref-4)
5. Referrals should be accepted without further pre-admission assessment from the AP academy. Referrals should be accepted unless the following apply, the commissioner fails to fund the place, the commissioner is seeking to refer the child because the child is not academically able or the school is full. [↑](#footnote-ref-5)
6. A short deadline please. [↑](#footnote-ref-6)