



**REFERRAL FORM FOR COAL CLOUGH ACADEMY**

Please ensure all parts of the form are completed and returned to Coal Clough Academy Admissions Officer – [admissions@coalclough.org](mailto:admissions@coalclough.org)

**ALL SECTIONS OF THE REFERRAL FORM MUST BE COMPLETE FOR ACCEPTANCE.**

Coal Clough Academy 2020					
Details of Young Person					
First Name(s)				Gender	Male/ Female
Surname					
Ethnicity		First Language		Religion	
Start Date					
UPN		UCI			
ULN					
D.O.B		Year Group		Free School Meals	Yes/No
Address :	House Number:				
	Street Name:				
	Postcode:				
Telephone Number					

**SEND Information**

<p>Does the student have an EHCP or equivalent?</p> <p>YES      NO</p>	<p>Has the student had any input from an Educational Psychologist?</p> <p>YES   NO</p> <p>Name of EP:</p> <p>Date of assessment:</p> <p>Are any other medical services involved with the student?</p> <p>YES   NO</p> <p>Please include details:</p>	<p>Is the student currently working towards an EHCP?</p> <p>YES      NO</p> <p>At what stage of the graduated response is the child working on?</p> <p>CYCLE 1      CYCLE 2</p> <p>Do you require tracking for the graduated response?</p> <p>YES      NO</p>
<p>Who is the current SENCO at school?</p> <p>Contact Information of SENCO:</p>	<p>Has the student had any additional support/interventions in or out of class?</p> <p>YES   NO</p> <p>If yes what support/interventions:</p>	
<p>Main Needs:</p>	<p>Secondary Needs:</p>	
<p>Does the student display any difficulties concerning:</p> <ul style="list-style-type: none"> <li>● Speech and Language</li> <li>● Dyslexia</li> <li>● Dyspraxia</li> <li>● ASD</li> <li>● ADHD</li> <li>● Motor skills</li> </ul>	<p>Please give details of diagnosis and applied strategies / interventions:</p> <p>Please include any medical letters for the student:</p>	

<ul style="list-style-type: none"><li>• Sensory issues</li><li>• Other</li></ul>	
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Additional Documentation Required	Included – please tick
1. Copy of attendance record.	
2. Up to date exercise books and curriculum information (including coursework)	
3. Most recent report	
4. Exclusion history with reasons	
5. Copies of current and reviewed Behaviour Plans / IEPs	
6. Copies of EP/medical / specialist teacher reports	
7. Copy of EHCP if appropriate	
8. Chronology of key events relating to SEND	
9. Additional evidence towards graduated response if appropriate	
10. CAF/TAF if appropriate	

**Academic data**

KS2 Data:  Reading age:  Spelling age:  CAT SCORE:	Target grades: (ALL SUBJECTS)
Current grades: (ALL SUBJECTS)	Information about student's academic ability (i.e Maths and English sets, any GCSE subject options etc...)
Key worker/ Head of Year for the student:	Managed move tried  YES/NO

Contact number:	If Yes what school?  Primary School (if known):
Email address:	

**Medical History:**

Doctor:	
Doctors address:	
Medical history (Please include details of medication taken and any allergies known).	

**Parent/Carer Information**

First Contact		Second Contact (This must be different to the first one.)	
Statues	Mr/Mrs/Miss/Ms/Other	Statues	Mr/Mrs/Miss/Ms/Other
Name:		Name:	
Relationship to the child:		Relationship to the child:	
Address:		Address:	
Postcode:		Postcode:	
Mobile Number:		Mobile Number:	
House Phone Number		House Phone Number	
Email address:		Email address:	

**Type of Referral**

Referring School:					
Type of referral: (Please tick)	Permanent Exclusion	Medical	New to Area	Respite	SEND (Graduated response)
If Respite please specify length of stay: 6 / 12 / 18 weeks					
Name of School					
Name of staff referring:					
Position					
Telephone Number					
Email					
Attendance Data (for the last three years):	1) 2) 3)				
Name and email address of attendance officer:					
Number of exclusions:					
Reason for Referral (please explain)					
Home Situation (please explain)					
What are the intended outcomes for this young person?					

**Safeguarding**

Is the student subject to a Child Protection Plan? (If yes, please give details of present or past involvement)		YES / NO	
Safeguarding status:  CLA/CIN/CAF/TAF  Date of Next meeting:		FSM  YES / NO	
Is the student a "looked after child?" If yes please give details below			YES / NO
Name of Social Worker/Family Support Worker			
Telephone Number			
Email Address			
Local Authority			
Does the young person have a CAF? If yes please give details below:			Yes / No
Name of lead professional			
Organisation			
Contact Details			
Agencies Involved – please tick			
	✓	Date of Involvement	Named Contact and Telephone number
No Agency Involvement			
ELCAS			
Children's Social Care			

Midwife / Consultant			
Complex Needs Team			
CFWS - Early Intervention			
CANW			
Education Psychologist			
EWO			
YOT			
Engage			
Lifeline			
Addaction			
Young Carers			
NSPCC			
Other			
Give Relevant details of any current involvement of the above (continue on separate sheet if necessary)			

- Please note any pupil on an intervention placement at Coal Clough Academy, it is the referring schools responsibility to be lead professional in regards to any safeguarding plans



**Pupil Profile**

Strengths:	Area for development:
Triggers:	Hobbies and Interests:
Behaviour:	Strategies:
Previous Interventions:	Previous SEND support:



## **Funding and Service Level Agreement** **(As part of the Admission Process)**

### **Rationale**

Written contracts, protocols, and partnership agreements between LAs and external providers need to be drawn up to ensure that minimum standards are met, and the safety and welfare of the young people attending Alternative Provision are assured. The process of contracting, and the terms used in written contracts and service level agreements with providers, will be clearly defined and easily understood by all those involved.

Clear systems for referral and information sharing will improve the decision making process. The following referral forms and assessments will avoid duplication and support a successful placement.

### **Coal Clough Academy Admissions**

Coal Clough Academy has established a transparent commissioning protocol with clearly defined stages for collecting information to ensure a successful transition into Coal Clough Academy.

Coal Clough Academy recognises that not all students referred will necessarily thrive within the ethos and culture of the alternative provision offered and that for some young people other forms of provision will be more suitable. For this reason there will be a full induction offered on the basis of a temporary placement for six weeks so that the suitability of the placement can be assessed.

A firm commitment on behalf of the host school and / or local authority service to provide prior all existing and available student records, related academic performance data and statutory records, e.g. attainment at KS2 and KS3, attendance, behaviour, SEN, and reasons for exclusion.

On acceptance of the referral by Coal Clough Academy, the Commissioner will enter into a contractual arrangement with Coal Clough Academy to secure the placement.

### **Places Commissioned By local authorities and Schools**

Coal Clough Academy will work with the Local Authority and Schools to agree a number of pupil places for the following; permanently excluded, medical, SEND, vulnerable to exclusion and new to area pupils.

On admissions the student will be given an end date, the student will be taken off Coal Clough Academy's roll on this date unless a further agreement with Senior Leadership has taken place.

Types of Referrals.

- Low Level additional needs. (Including behaviour.) - Students who have shown low level disruptions around school or in class or present with barriers.
- SEN support - Students who are on the SEN register.



- Have or in the process of a EHCP - Informing a Graduated Response towards a statutory assessment

### Packages

Please Tick- Please state the intervention that will be required by placing a Y in the most appropriate box.

### 6/12/18 Week Package

Type of Respite Referral.	Length of Respite.	Cost	Y/N
Low Level additional needs. (Including behaviour.)	6/12/18 Weeks	£35 per day	
Have or in the process of a EHCP – Informing a Graduated Response towards a statutory assessment	6/12//18 Weeks	£55 per day + cost of additional support/ reports	
Complex Needs / High Risk Needs	6/12/18 Weeks	£60 per day + cost of additional support/ reports	

<b>Additional Costs</b>	
<b>Meals (Compulsory)</b>	£2.30 per day
<b>Pupil Premium</b>	£5.00 per day
<b>Uniform:</b>	Jumper £10 Tie £3
<b>Out of Borough transport</b>	By arrangement
<b>KS4 Pupil Exams</b>	Charged for the first entry for each qualification
<b>Work Experience arrangement</b>	£35 – £40 per placement
<b>Anger Management</b>	£125.00 per 5 sessions

### **Respite Criteria**

A student's provision will be ended/at risk if the following occurs:

- Students show non-compliance on repeated occasions. (CCA will reimburse schools from the students end date.)
- Attendance falls under 65% and is a regular non-attender.
- Students display extreme behaviour i.e. school property is damaged or staff/student is put at risk.

### **Long Term Placements**

Negotiable long term placements offered with valid reason, but pupils will remain dual roll.

### **Educational Health Care Plan (EHCP)**

If a student is on respite at CCA the mainstream school is responsible for the EHCP, CCA will support the process but are not responsible for the EHCP.

### **Safeguarding**

Mainstream Roll Schools will be responsible for taking on any Lead Professional duties required by the CAF/TAF process.

Safeguarding paperwork/information MUST be passed on to CCA before admissions meeting.

Safeguarding Information needed:

- Existing status (CLA/CP/CIN/TAF), Copies of Files will have to be requested. Names and contact of professionals involved
- Previous Status (CLA/CP/CIN/TAF), Pen Portrait will be needed.

## **Financial Arrangements**

Coal Clough Academy:

- 1.1** Will agree with the school/referrer the fee to be paid at the point of referral. This will take into account the level of fees for the placement plus any additional costs.
- 1.2** Placement cost includes tailored tuition and support, education materials and PPE required.
- 1.3** Will invoice all schools for £2.30 per day for a school lunch.
- 1.4** Will invoice the school/referrer for the full amount of the agreed placement within **the first three weeks of each term**

School/Referrer:

- 1.5** Will settle invoices in full within the agreed terms of payment ( 30 days from invoice date )
- 1.6** Will commit to the agreed payment for the placement, including when students fail to attend.

## **2 Termination**

- 2.1** Any breach of this SLA will, in the first instance, attempt to be resolved by Coal Clough Academy and the school/referring agency. Should this breach not be resolved, then either partner may wish to withdraw from the provision, however, consideration must be made to the progress and welfare of any student (s) on current placements.
- 2.2** Upon termination of this agreement any outstanding invoices will be paid in full by the referring body.

## **3 Unforeseen circumstances**

- 3.1** Due to any unforeseen circumstances like a school closure the placement costs remain unchanged as this reserves the place for your student.