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| Coal Clough Academy Alternative Provision Referral Form and  Service Level Agreement  All sections MUST be completed before the application is processed. Failure to do so will slow down the referral.  Please note by submitting this referral form you are accepting to pay the relevant charges which apply to this learner. Please Return Completed Forms to: admissions@coalclough-ept.com | | | |
| **Details of Young Person** | | | |
| **First Name(s)** |  | **Surname** |  |
| **Gender** |  | **Ethnicity** |  |
| **First Language** |  | **Religion** |  |
| **D.O.B** |  | **Year** |  |
| **Pupil Premium Eligible?** | Yes No | **UPN** |  |
| **UCI** |  | **ULN** |  |
| **Address Including Postcode** |  | | |
| **Telephone Number** |  | | |
| **Parent/Carer Details** | **1st Contact** | **2nd Contact** | |
| **Name** |  |  | |
| **Relationship to Young Person** |  |  | |
| **Telephone Number** |  |  | |
| **Address if different from pupil’s home** |  |  | |
| **Email address** |  |  | |
| **Previous Schools attended including Primary School settings.** | **Secondary:** | **Primary:** | |
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| **SEND Information** | | | | | |
| **Is the student on your SEND Register?** | Yes No | | **Does the student have an EHCP?** | | Yes No |
| **Has the student had any input from an Educational Psychologist?** | Yes No | | **Has the student received any additional support in or out of class?** | | Yes No |
| **Do parents have any concerns regarding any SEND issues?** | Yes No | | **Please include the contact details of your SENCO** | |  |
| **Main Needs** | | | | | |
| **Does the Student display any difficulties concerning: (Please Highlight)** | | | | | |
| **Speech and Language**  **Dyslexia**  **Dyspraxia** | | | **ASD**  **ADHD**  **Other** | | |
| **Medical/Health Information** | | | | | |
| **Does the student have any medical issues that we need to be aware of?** | Yes No | | **Is the student currently taking any medications?** | | Yes No |
| **If Yes, please state in the attached box** |  | | **If Yes, please state in the attached box** | |  |
| **Safeguarding** | | | | | |
| **Is the young person subject to a Child Protection Plan?** | | | | Yes No | |
| **Safeguarding status** | | | | CIOC CP CIN CAF | |
| **Name of Social Worker** | |  | | | |
| **Telephone Number/Email Address** | |  | | | |
| **Details of Home Situation** | |  | | | |
| **Have the young person’s parents/carers been contacted and are they in agreement with this referral?** | | **YES NO** | | | |
| **Does the Young Person agree with the referral?** | | **YES NO** | | | |

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| **Safeguarding Risk Assessment (Referral will remain unprocessed if not completed)** | | | | | |
| **Area of Risk** | **Low** | **Med** | **High** | **Details** | **Action to Minimise Risk** |
| **Verbal aggression** |  |  |  |  |  |
| **Physical aggression** |  |  |  |  |  |
| **Wandering off or absconding** |  |  |  |  |  |
| **Offending behaviour** |  |  |  |  |  |
| **Medical issues** |  |  |  |  |  |
| **Substance/drug abuse** |  |  |  |  |  |
| **Sexualise behaviour towards children** |  |  |  |  |  |
| **Sexualise behaviour towards adults** |  |  |  |  |  |
| **Allegations regarding adults or peers** |  |  |  |  |  |
| **Carrying Weapons (knives etc)** |  |  |  |  |  |
| **Online Safety Concerns** |  |  |  |  |  |
| **Violence towards peers** |  |  |  |  |  |
| **Violence towards adults** |  |  |  |  |  |
| **Racism** |  |  |  |  |  |
| **Homophobia** |  |  |  |  |  |
| **Sexism** |  |  |  |  |  |
| **Self-harm** |  |  |  |  |  |
| **Mental Health Concerns** |  |  |  |  |  |
| **Missing from Home** |  |  |  |  |  |

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| **Which Childhood Adverse Experiences are present? (Please mark with an X)** | | | | | | | | | | |
| **Domestic Abuse** | **Family Drug Abuse** | **Family Alcohol Use** | **Familial Mental Health Concerns** | **Physical Abuse** | **Emotional Abuse** | **Sexual Abuse** | **Neglect** | **Loss due to separation or divorce** | **Loss due to bereavement** | **Incarceration of a family member** |
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| **Activities to be avoided** |
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| **Communication Needs** |
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| **Comments** |
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| **Agencies Involved – please tick** | | | |
|  | ✔ | **Date of Involvement** | **Named Contact and Telephone number** |
| **CAMHS** |  |  |  |
| **ELCAS** |  |  |  |
| **Children Services** |  |  |  |
| **Engage** |  |  |  |
| **Mental Health Service Team** |  |  |  |
| **Wish Centre** |  |  |  |
| **Youth Justice System** |  |  |  |
| **Any additional agencies involved** |  |  |  |
| **Has this pupil accessed any internal alternative provision at your school?** |  |  |  |
| **Has this pupil accessed any off site alternative provision, if yes please name this provider/ hours** |  |  |  |

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| **Referring School** | | | | | |
| **Name of School** |  | | | | |
| **Name** |  | | | | |
| **Position** |  | | | | |
| **Point of Contact from Referring School** |  | | | | |
| **Telephone Number** |  | | | | |
| **Email** |  | | | | |
| **% Attendance** |  | | **Has this student had exclusions?** | | Yes No |
| **% Authorised Absence** |  | | **Number of days** | |  |
| **% Unauthorised**  **Absence** |  | | **Number of occasions** | |  |
| **Academic** | | | | | |
| **Key Stage 2 results** | Maths:  English: | | **CAT scores** | |  |
| **Reading Age** |  | | **Spelling Age** | |  |
| **Expected GCSE Grades (if applicable)** | | | | | |
| **English Literature** | |  | | **Maths** |  |
| **English Language** | |  | | **Science** |  |
| **Art** | |  | | **GCSE PE** |  |

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| **Additional Documentation Required:** | **Included – please tick** |
| **1. Copy of Attendance record** |  |
| **2. Latest Academic report** |  |
| **3. Exclusion history with reasons** |  |
| **4. Copies of EP reports, medical reports and information from other agencies if appropriate** |  |
| **5. Copy of EHCP and Individual Learning Plans** |  |
| **6. Copy of TAF plans if appropriate** |  |
| **7. Behaviour Log** |  |

**Referrals will not be accepted without the above documentation passing onto the school for consideration of a placement with ourselves.**

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**To be completed and signed by the referring school.**

**Unless this is signed and returned, a placement will not be offered at Coal Clough Academy.**

The referring school agrees to the terms and conditions contained within this Service Level Agreement.

Signed……………………………………………………………………………………….

Dated………………………………………………………………………………………….

Position……………………………………………………………………………………

**Appendix A**

**Commissioning Agreement Placement Objectives**

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| **Commissioning Placement Agreement** |
| **Reason for Referral (Please explain in detail)** |
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| **Placement Objectives** (What objectives you would like the student to achieve during their placement with ourselves E.G. Behaviour to improve, Attendance to increase, Successful Destination, Post 16, in Education, Training or Employment, Good academic achievement in GCSE Examinations, Re- engagement with their education, Improved relationships with peers, SEND Needs being fully supported, Mental Health Needs being fully supported)  See appendix with placement objectives for you to select from |
| **1** |
| **2** |
| **3** |
| **Timeline** |
| For all Key stages, placement reviews will be carried out every 6 weeks however, a placement may end early in the case of:   * Persistent absence * Coal Clough Academy being unable to meet the needs of a pupil * A serious breach or persistent breach of the school behaviour policy or rule |
| **Reviewing Progress - How would you like to conduct the review of progress made?** |
| **Phone call Email Zoom/Teams meeting Face to face** |
| **Transition Details (if applicable)** |
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| **Provider** | Coal Clough Academy |
| **Referring School** |  |
| **Signed: Holly Clarke**  **Headteacher at Coal Clough Academy** |  |
| **Signed:** |  |
| **Date** |  |

**Placement Objectives**

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| **Behaviour & Attitudes** | |
| **To show mature behaviour in school** |  |
| **To respect and understand personal space** |  |
| **To show motivation and engage in education** |  |
| **To demonstrate resilience when encountering setbacks** |  |
| **To be able to think through problems and make sense of a situation** |  |
| **To be aware of my own responsibilities and how we should behave** |  |
| **To respect the environment** |  |
| **To think about positive choices** |  |
| **To re-engage in education** |  |
| **To improve attendance in my new school setting** |  |
| **To have specific interventions that help me regulate my behaviour/feelings** |  |
| **To maintain acceptable behaviour & function adequately** |  |
| **To listen and respond to adult behaviour** |  |
| **To ask an adult for help, reassurance and acknowledgment** |  |

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| **Safeguarding** | |
| **To make healthy choices with my diet** |  |
| **To regularly exercise to improve my mental health** |  |
| **To develop relationships with peers, adults & services who can support me** |  |
| **To work with the school and home setting to improve my attitudes towards education** |  |
| **To engage with services that will support my mental health** |  |
| **To educate myself on the impact of risk taking behaviours** |  |
| **To work with agencies who will help me reduce my drug/alcohol use** |  |

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| **Personal Development** | |
| **To make eye contact when communicating with others** |  |
| **To improve my self-esteem by making positive choices in and out of school** |  |
| **To identify, manage and express my emotions in a positive way** |  |
| **To make healthy lifestyle choices including diet, dental health, physical activity and sleep** |  |
| **To manage the influences of alcohol or drugs on my lifestyle** |  |
| **To improve my understanding of healthy relationships** |  |
| **To develop self worth and positive thoughts** |  |
| **To engage in regular physical activity to regulate emotions** |  |
| **To explore my feelings and emotions each day that will help me do well in school** |  |
| **To make appropriate verbal requests to others showing respect** |  |
| **To manage my own personal needs i.e. hygiene needs, changing in to uniform/PE kit** |  |
| **To make constructive and reciprocal friendships which provide companionship** |  |
| **To positively engage in conversation with other young people** |  |

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| **Cognition & Learning** | |
| **To be ready and willing to learn in different ways** |  |
| **To demonstrate resilience and lock in to learning, keeping going when things get tough** |  |
| **To be able to look back through my work and reflect on improvements that could be made** |  |
| **To improve my reading to aid my classroom performance** |  |
| **To access phonics** |  |
| **To improve my engagement in lessons** |  |
| **To engage in a work placement as part of my curriculum** |  |
| **To secure post-16 provision in a college or training provider close to home** |  |
| **To take pride in my work** |  |
| **To look to the future & have confidence in my option choices as a foundation to post-16 routes** |  |
| **To broaden my horizons & identify career aspirations** |  |
| **To work effectively, managing classroom expectations** |  |
| **To follow instructions in the classroom** |  |
| **To attend the lessons on my timetable** |  |
| **To access personalised interventions that will support me in the classroom** |  |
| **To tell an adult when I am struggling with my work** |  |
| **To improve my low self-esteem through accessing interventions to support me in the classroom** |  |

**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 the school.

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 School**

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.

* 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

**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.

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| **Type of Respite Referral** | **Length of Respite** | **Cost** |
| Complex Needs / High Risk Needs | 12+ Week | £75 per day + oncosts for additional provision within our setting |

*Please be aware that our prices may differ for some placements, when we have completed our rigorous admissions and induction process, some children will be placed on a higher rate of £95 per day due to their personal needs.*

*Our school will communicate this back to the referring school with the rationale behind what our offer is and the cost of this once the assessment has been made.*

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| **Additional Costs** | |
| **Meals (Compulsory)** | £2.50 per day |
| **Pupil Premium** | £5.00 per day |
| **Uniform & optional PE Kit** | Core Day Uniform - Jumper £12.50/ Tie £5  Vocation Day Uniform – Hoodie £ Tshirt £  PE kit £20 |
| **Out of borough transport** | By arrangement with the host school |
| **KS4 Pupil Exams**  **Vocational bespoke offer (Power B, Nest School, Burnley College)** | Charged for the first entry for each qualification  Price bespoke to the provision, will be discussed with the host school on receipt of the referral |
| **Anger Management sessions** | £50 per half term |
| **Counselling/ ELSA sessions** | £250.00 per 5 sessions |
| **Non- academic wellbeing sessions (Fishing, Music, Animal therapy on site)** | £45.00 per session |
| **Work Experience extended Placement** | £350.00 per placement |
| **Psychologist Report** | Individually priced per report £350 -£650 |
| **Specialist Teacher Assessment** | Individually priced per report £110 - £660 |
| **Additional / Adaptive Resources** | Individually priced per student / item e.g. Fidgets / sensory objects - £2 bundle, / Wobble Cushion £8.00 / Overalls & Work boots £30 |

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* Students display extreme behaviour i.e. school property is damaged or staff/student is put at risk.

**Safeguarding**

* Mainstream roll schools will be responsible for taking on any lead professional duties required by the CAF/TAF process.
* All safeguarding paperwork/information **MUST** be passed on to Coal Clough Academy before the admissions meeting, including information around:
* 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 to be provided by the school

**Financial Arrangements**

**Coal Clough Academy:**

* 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.
* Placement cost includes tailored tuition and support, education materials and PPE required.
* Will invoice all schools for £2.50 per day for a school lunch.
* Will invoice the school/referrer for the full amount of the agreed placement within the **first three** **weeks** of each half term

**School/Referrer:**

* Will settle invoices in full within the agreed terms of payment (30 days from invoice date) Failure to do so we reserve the right to charge an **8%** interest charge above base rate.
* Will commit to the agreed payment for the placement, including when students fail to attend.
* Year 11 placement is charged beyond the “Stand Down” date to the end of summer term 2. The referring school is funded for that student for the full year and Coal Clough Academy continues to support and administer examinations, results and provides support for those students e.g careers.

**Termination**

* 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.
* Upon termination of this agreement any outstanding invoices will be paid in full by the referring body.

**Unforeseen Circumstances**

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