REFERRAL PROCESS

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 ROUTES AND INITIAL ENQUIRY

- Accept referrals from school/academy/LA teams and other education professionals; family enquiries are welcome but a funded place needs commissioner approval.
- Log current placement, reason for referral, year group, days/hours, start request, risk alerts and expected outcomes.

2 REQUIRED DOCUMENTS

- Request current EHCP Sections B/F/I as relevant, previous assessments, attendance, safeguarding handover, health plans, behaviour plans, learner voice and commissioning details.
- Use secure channels and collect proportionate information only.

3 SAFETY AND SUITABILITY REVIEW

- Principal/DSL and staff evaluate curriculum match, peer environment, reasonable adjustments, safeguarding risks, site accessibility, transport and staffing.
- Document actions to make a placement safe or the evidence-based reason it cannot be offered.

4 CONSULTATION AND VISITS

- Consult learner, family, commissioner and professionals as appropriate; arrange supervised visit or taster only with full safety arrangements.
- A taster does not confer a funded placement or override safeguarding requirements.

5 DECISION AND CONFIRMATION

- Issue written suitable-in-principle / further-information-needed / unable-to-meet-need outcome, with reasoning.
- A decision in principle is NOT permission to start; keep an audit trail and timely response.

6 WRITTEN PLACEMENT AUTHORISATION

- Obtain signed or otherwise unambiguous written commissioner approval of fee, dates, hours, site, transport, named contacts, targets and review arrangements.
- Verify statutory school roll, responsibility for EHCP, attendance reporting and funding; no informal verbal substitute.

REFERRAL PROCESS

Enquiry, suitability, safeguarding and commissioner authorisation

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

7 SAFE START AND MONITORING

- Complete induction, medical/safeguarding handovers, emergency arrangements and staff briefings; record attendance at each session.
- Track engagement and outcomes, notify unresolved concerns promptly and change hours only with agreed authorisation.

8 TRANSITION AND CLOSURE

- Provide planned closing summary, learning and attendance data and secure safeguarding handover as needed.
- Ensure commissioner and family know next provision arrangements; escalate unresolved education/welfare gaps.

9 LINKED STATUTORY AND DFE GUIDANCE

- Keeping Children Safe in Education 2026 (in force 1 September 2026); DfE Alternative provision statutory guidance (February 2025); DfE Non-school alternative provision voluntary national standards (August 2025; non-statutory) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

10 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.