

The Albion Foundation - Referral form and Offsite Learning Agreement



***Before the pupil can begin their placement, an induction MUST take place with a parent/carer & member of school staff in attendance. This form must be completed in FULL.**

Name of person making referral:

School:

Position:

Contact No.

Details for Young Person

First Name(s):		Surname:	
Gender:	Male	Female	DOB:
Age:		School Year Group:	
Parent/Carer:			
Address:			
Post Code:		Home No.	
Mobile No.		Email Address:	
Entitled to Free School Meals: Yes/No		Looked After Child: Yes/No	

Ethnic Origin of young person

Please describe the young person's ethnic origin (Please circle)				
Black British	Black Caribbean	Black African	Dual Heritage	Black other
Asian British	Indian	Pakistani	Bangladeshi	Chinese
Asian Other	White British	White Irish	Any other white background	Other (please specify)

Alternative Contact:

First Name(s): Mr/Mrs/Miss/Ms		Surname:	
Address (if different):			
Post Code:		Home No.	
Mobile No.		Work No.	
Email Address:		Relationship to young person:	

Does this young person have a social worker?

Level – CIN or CP (Please Circle)

Social Worker Name:

Contact Number:

Is the Social Worker aware of this referral?

Medical Conditions/Allergies

Does the young person suffer from any medical conditions that we should be aware of?		Yes/No
If yes please give details and list any required medication:		
Can the young person administer their own medication?: Yes/No		
Any dietary requirements – if yes please give details	Yes/No	
Any allergies – if yes please give details	Yes/No	

Does the pupil receive SEN support at school?
If yes, please give details
Does the pupil have an Educational Health Care Plan? (If yes we must see a copy before confirming any placement)

Details of School (if in school) or referring agency

School Name		
Address inc Post Code:		
Telephone No:		
UCI:	Year Group:	Age:
Contact person at school and position	Name & Position: Telephone: Email:	
Attendance and reports send to - email address and name:	Attendance: Reports:	

Please comment about the pupil in the following areas

Social
Behaviour
Academic

Reasons for referral – please circle one or more)

Academic Performance – underachieving	Poor attitude to school work	Poor attendance	Poor punctuality
Behavioural problems	Lack of motivation/aspiration	Inability to follow instructions	Self-confidence/poor self esteem
Anger management issues	Relationships with staff	Family concerns	Would respond well to encouragement/extra support
Finds it difficult to mix with peers	Is aggressive towards other pupils	Bullying issues (please state if they are they bully or being bullied)	Issues around criminal activity
Issues around substance misuse	Self-Harm		

How long have they been displaying these behaviours?	
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What, in your opinion are the young person's strengths?

Behaviour Points	Achievement Points	Exclusions (please attached any details)

Latest Attendance figures:	
Reason(s) for poor attendance:	
Any other relevant information relating to family issues eg death of parent(s), carer(s), parents' separation, domestic violence, young carer)	
Any other issues eg child protection, violent behaviour)	
Any other agencies involved (eg CAMHS, YOT, Educational Psychologist, Counsellor, Looked After Children's Team	

Other placements young person is engaged in:	
Has the pupil been subject to a CAF? Yes/No	Has a Team Around the Child (TAC) been established? Yes/No
Is parent/carer aware of the referral?	

Please state which days you would like the pupil to attend				
Monday	Tuesday	Wednesday (Krunch)	Thursday	Friday

Please note the following –

- **KS2 pupils can only attend Thursday and/or Friday**
- **KS3 pupils can only attend a total of 2 days at The Albion Foundation + 1 day at Krunch
(Information about Krunch can be found on the next page)**
- **KS4 girls can only attend Monday and/or Tuesday**

Confirmation of days will be discussed during the induction

Please note that The Albion Foundation only provides maximum 10 hrs per week alternative provision at our premises for any one pupil. We are not responsible for ensuring that 25 hours of education is provided.

Krunch Information

Krunch is a registered charity based in Oldbury, Sandwell and we have been in existence for 17 years. We provide a range of activities aimed at young people between the ages of 10 and 19 years:

What Is Offered

Discussion based workshops on a range of topics such as:

Life skills, anger management, substance misuse, team building, dealing with peer pressure, future aspirations, understanding and handling relationships, the value of education and training, communication building, making positive decisions,

Practical activities such as:

Cooking and serving a 2 course meal, music production, art and crafts and offsite activities (restaurants, College & University visits, High Ropes climbing), etc

1:1 mentoring

Improving Self esteem

Building self confidence

Setting targets, etc

Aims of the Krunch Time Out program:

To inspire a positive attitude towards learning and achievement

To understand how our actions, both in school and out, have consequences which can affect our future choices

To encourage greater tolerance of others and see things from other peoples' point of view (empathy)

To set achievable personal goals that will help young people reintegrate back into a school setting

The Albion Foundation School

Offsite learning Service Level Agreement (SLA)

This SLA is between:

The Albion Foundation School, Brasshouse Lane, Smethwick, West Midlands B66 1BA and



_____ referring school

Status of document: This document is a memorandum, which sets out the principal obligations and entitlements between the parties.

Learning provider (The Albion Foundation School)

1. Will provide an agreed relevant programme of study.
2. Will provide suitably qualified staff to deliver programmes. Staff will attend timetabled sessions on time.
3. We will organise an induction into our facilities, regulations, Health & Safety requirements and to the programme of study.
4. We will ensure the young person knows who our designated person responsible for child protection and safeguarding is.
5. We will provide the young person with a lead member of staff.
6. We will make available suitable resources as required for the programme of study.
7. We will offer access to careers, welfare information, advice and guidance and learning support services as appropriate to the learning programme.
8. We will give the young person opportunity to comment on the delivery of the learning programme and on the facilities provided.
9. We will monitor progress of the young person and provide reports for the referring organisation and parent/carer.
10. We will monitor the attendance of the pupil.
11. We will report any causes for concern to the school immediately.
12. We will invoice the school half termly unless otherwise agreed.
13. We will provide, upon request, documentary evidence of our insurance cover.

Referring organisation will

1. Complete a referral form fully and send a representative to attend, with the parent/carer, the induction of a young person.
2. Provide the contact to discuss any concerns the parent/carer or young person may have and to act as a communication link between all parties.
3. Invite representatives from The Albion Foundation to attend any relevant meetings held regarding the young person.
4. Monitor reports from The Albion Foundation School and feedback from the pupil to ensure the learning programme continues to be appropriate.
5. Communicate notice of absence received from the parent/carer to The Albion Foundation immediately.
6. Inform the schools designated member of staff for child protection if there are any concerns related to safeguarding. The school's Child Protection Officer will follow the schools procedures in the same way as if there were concerns within the school environment.
7. Settle any invoices promptly, where settlement is made via the Council's systems, payments will be authorised upon presentation and payment made within the Councils Terms of Payment.

Charging

£60.00 per day, per pupil – invoiced half termly. Or this will be part of an existing Service Level Agreement

If you require the Albion Foundation to provide travel passes for a pupil referred to us, this will incur an additional charge of £2.50 each day they are with us. **(Not applicable to primary pupils)**

If you require this please tick the box

Charges will be applied in the absence of a young person unless otherwise agreed.

Termination

In normal circumstances, termination of the provision in part or whole by the school will result in payment being due for the period of the provision. Termination in part or whole by the provider will result in payment being terminated forthwith unless otherwise stated.

We agree to the provisions set out in this SLA

Signed on behalf of the Albion Foundation School

Name _____

Signed: _____ Date: _____

Signed on behalf of the referring School

School Name: _____

Name _____

Signed: _____ Date: _____